



Manpower Standard

★ MILITARY PERSONNEL FLIGHT

★ This Air Force Manpower Standard (AFMS) quantifies the manpower required to accomplish the tasks described in the process oriented description for varying levels of workload. The Military Personnel Flight (MPF), through the administration of personnel programs, provides quality personnel support to commanders, Air Force members, and their family members. This standard applies to peacetime operations of all Air Force active duty Military Personnel Flights that have been operating under the Personnel Concept III (PC-III) system for a minimum of one year. This standard does not apply to flights that have not implemented PC-III, Air National Guard, Air Force Reserve, and the OSI (WG) personnel function at Bolling AFB (BP). This standard also does not apply to locations that have completed a cost comparison study in the Military Personnel Flight and remained in-house. Military Personnel Flights undergoing cost comparison (A-76) studies will be exempt from standard application. Bases should develop negative variances to account for processes not performed or performed by contract, and positive variances for processes performed but not included in this standard. This manpower standard was developed in accordance with AFI 38-201, *Determining Manpower Requirements*, and quantifies the man-hours required to accomplish the workload directed in the 36 series of Air Force personnel directives. This AFMS was developed in accordance with policies and procedures contained in AFMAN 38-208, *Air Force Management Engineering Program (MEP)*. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to AFCQMI/MQBB, 550 E Street East, Randolph AFB, Texas 78150-4451.

★ SUMMARY OF CHANGES

This AFMS supersedes AFMS 16B1, 19 July 1995. It implements format changes to comply with SAF requirements. It also includes minor administrative changes in the overall layout of the AFMS and corrects transposition errors that occurred when the ASCII file was converted to a Word 6 file. A Personnel Systems Management (PSM) Functional Representative has been added. Element Descriptions are now Process Oriented Descriptions (POD). The Personnel Systems and Readiness POD was further delineated into Personnel Systems Management and Personnel Readiness to clarify computation of core man-hours. The first standard manpower table now reflects SrA as the lowest grade within the 3S0X2 Air Force Specialty Code (AFSC). Effective FY 1/97, the second standard manpower table reflects a 3S000 CMSgt position at 30 total requirements versus the current 31 total requirements (+ 1 CMSgt and -1 SMSgt). Variance 6, Geographically Separated Units (GSU) and Satellite Personnel Activities; Variance 7, Identification Card Support and Defense Enrollment Eligibility Reporting Systems (DEERS) Additions for Retirees and Family Members; Variance 8B(1) and 8B(2), Support of Air National Guard (ANG) and Air Force Reserve (AFRES) Forces; Variance 9, Overseas Unique Workload; and Variance 10, Personnel Readiness Mission Unique Processes, have been updated. Variance 13 is deleted. Variance 19, Management of the Rapid Airman and Officer Discharge Program and the Line of Duty Program, was added. Changes are identified with a star (★).

1. Responsibility Statements:

★1.1. **Personnel Systems Management.** Provides the functional link between the Military Personnel Flight and the personnel data system, and manages the base-level Personnel Concept-III system.

★1.2. **Personnel Readiness.** Responsible for providing support in matters pertaining to strength accounting, deployment availability data, lost duty time, mobility, duty status reporting, and preparing for the Military Personnel Flight wartime mission.

1.3. **Information Management.** Provides information management support to the Military Personnel Flight.

1.4. **Personnel Relocations.** Responsible for officer and enlisted assignment actions, processing requests for administrative discharges and retirements, and performing inquiries on assignment availability, limitations, and preferences. This element is also responsible for monitoring the relocation processing of personnel projected for Permanent Change of Duty Station (PCS), separation, retirement, or formal training, and serves as base-level Office of Primary Responsibility (OPR) for the survivor benefit program.

1.5. **Personnel Employment.** Responsible for officer and enlisted AFSC classification actions, enlisted AFSC upgrade, retraining, and formal training actions, employment manning, focal point for Resource Augmentation Duty (READY) program, and personnel reliability program.

1.6. **Career Enhancement.** Serves as base-level focal point for officer and enlisted performance reports, processes award and decorations actions, and provides assistance to commanders on quality force issues. This element also processes reenlistment and extension of enlistment actions; administers promotion, demotion, and officer selective continuation programs; and prepares and processes requests for statement of service and specified period of time contracts.

1.7. **Customer Service.** Serves as the initial point of contact between the customer and other Military Personnel Flight work centers. This element is responsible for the updating of sponsor and family member personnel information, the manual preparation and maintenance of the unit personnel record group, and provides system support to other agencies on base through the use of Direct English Statement Information Retrieval System (DESIRE) products. This element also administers the casualty assistance program.

2. Core Composition. This core standard was developed for a Military Personnel Flight operating under the PC-III concept for at least one year. The flight performs Major Command (MAJCOM) or higher required workload that is common to all Military Personnel Flights and services a military population of 2705 authorizations. Variances to core workload as a result of mission, technology, or environment are quantified separately.

2.1. **Core Flight Manpower Required.** 30

2.2. **Core Range.** 22 - 95 (750 - 13000 authorized military population serviced).

2.3. **Programming Factor.** Authorized Military Population Serviced.

3. Standard Data:

3.1. **Approval Date.** May 1993.

3.2. **Man-hour Data Source.** Workshop measurement at the process level, process survey analysis, and staffing pattern.

3.3. **Man-hour Equations:**

★3.3.1. **Personnel Systems Management (AFSCs 3S0X2 and 3S090) Requirements:**

$$Y = 353.22 + 0.08018X$$

★3.3.2. Personnel (AFSCs 3S0X1, 3S0X0, and 36P3) and Information Management (AFSC 3A0XX) Requirements:

$$Y = 2481.97 + 0.8929X$$

3.4. Workload Factor (X):

3.4.1. **Title.** Authorized Military Population Serviced.

3.4.2. **Definition.** X = total authorized military population serviced by the Military Personnel Flight, excluding contract man-year equivalents.

3.4.3. **Source.** Use the Base Manpower Data System (BMDS), File Part A--excluding contract man-year equivalents. Select records with manpower type (MNT) code X??X? and the Consolidated Base Personnel Office (CBPO) code (CBP code) for the servicing base.

3.5. Points of Contact:

3.5.1. **Functional Representatives:** Military Personnel Flight: Maj Ina Downey and SMSgt John Maxwell, HQ AFPC/DPSFM, DSN 487-6170/5298. Personnel Systems Management: SSgt Charlie Woods, HQ AFPC/DPSFM, DSN 487-3080.

3.5.2. **AFCQMI Representative:** MSgt Stuart Gough, AFCQMI/MQBB, DSN 487-2479, extension 3021.

4. Application Instructions:

4.1. **Step 1.** Determine the projected authorized military population to be serviced by the Military Personnel Flight.

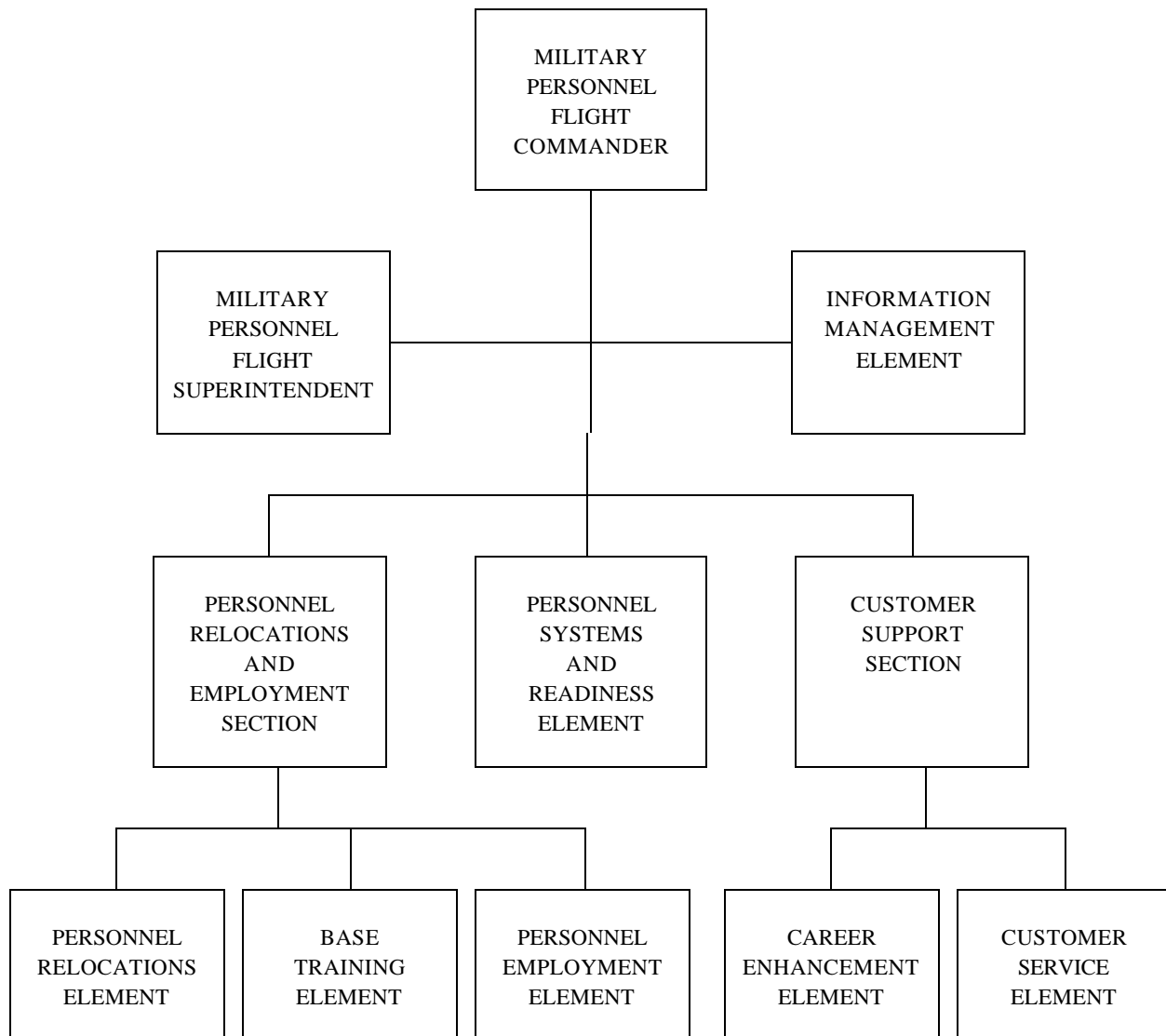
4.2. **Step 2.** Review the variances in Attachment 3. Apply the variances using the application instructions in the variances.

4.3. **Step 3.** Apply the authorized population to equations in paragraphs 3.3.1 and 3.3.2 above. The resulting totals will quantify required monthly man-hours.

4.4. **Step 4.** For personnel systems management (AFSCs 3S0X2 and 3S090) requirements, divide the monthly man-hour total from paragraph 3.3.1 above by the applicable man-hour availability and overload factors. The answer will quantify required fractional manpower. Round the fractional manpower using the current rounding rules to determine required manpower. Apply the resulting total to the applicable manpower table, Attachment 2, to determine required skill levels and grades.

4.5. **Step 5.** For personnel and information management (AFSCs 3S0X1, 3S0X0, 36P3, 3A0XX) requirements, divide the monthly man-hour total from paragraph 3.3.2 above by the applicable man-hour availability and overload factors. The answer will quantify required fractional manpower. Round the fractional manpower using the current rounding rules to determine required manpower. Apply the resulting manpower total to the applicable manpower table, Attachment 2, to determine required AFSCs and grades.

5. Statement of Conditions. This standard quantifies the impact of PC-III and incorporates the organizational structure shown below. No other conditions (environmental, equipment, or facility) have an impact on this standard.



VICTOR M. HELBLING, Lt Col, USAF
 Chief, Systems Integration and Support Division
 Air Force Center for Quality and Management Innovation

Attachments

- ★ 1. Process Oriented Descriptions
- 2. Standard Manpower Tables (2)
- 3. Variances
- 4. Process Analysis Summaries
- 5. Variance Applicability Matrix

★PROCESS ORIENTED DESCRIPTIONS

MILITARY PERSONNEL FLIGHT

The attached process oriented descriptions describe the tasks needed to support Military Personnel Flights during peacetime operations.

Appendices

- ★A - Personnel Systems Management
- ★B - Personnel Readiness
 - C - Information Management
 - D - Personnel Relocations
 - E - Personnel Employment
 - F - Career Enhancement
 - G - Customer Service

PROCESS ORIENTED DESCRIPTION**★ PERSONNEL SYSTEMS MANAGEMENT****A1A.1. OPERATES PERSONNEL PORTION OF STANDARD BASE LEVEL COMPUTER (SBLC):**

- A1A.1.1. INITIALIZES AND VERIFIES SYSTEM CONNECTIVITY.
- A1A.1.2. CALLS MONITOR, TAKES ACTION, FOLLOWS UP IF THERE'S A PROBLEM.
- A1A.1.3. REVIEWS/PRINTS/DISTRIBUTES MESSAGE-IN.
- A1A.1.4. TAKES OTHER ACTION AS A RESULT OF MESSAGE-IN.
- A1A.1.5. PERFORMS DEMAND PROCESSING.
- A1A.1.6. SCHEDULES REQUIREMENTS.
- A1A.1.7. LOGS OFF AND SHUTS SYSTEM DOWN.
- A1A.1.8. FILES END-OF-DAY PRODUCTS.

A1A.2. PERFORMS VERTICAL AUTODIN INPUT AND OUTPUT TASK:

- A1A.2.1. REVIEWS BLAMES LISTING.
- A1A.2.2. NOTIFIES MONITOR AND TAKES ACTION IF THERE'S A PROBLEM.
- A1A.2.3. REVIEWS AUTODIN ACTION LIST.
- A1A.2.4. CONTACTS MONITOR/RELOADS/RETRANSMITS/SCHEDULES FUTURE ON/TAKES OTHER ACTION IF THERE'S A PROBLEM.
- A1A.2.5. REVIEWS PSEUDO REMOTE LISTING.
- A1A.2.6. IDENTIFIES ERROR.
- A1A.2.7. CORRECTS ERROR.
- A1A.2.8. REVIEWS PURGES AND HAF REJECTS.
- A1A.2.9. TAKES ACTION BASED ON REVIEW.
- A1A.2.10. FILES AUTODIN PRODUCTS.
- A1A.2.11. VERIFIES STATUS OF IN-COMING AUTODIN.
- A1A.2.12. VERIFIES TAPE TRANSFERRED TO COMMUNICATIONS CENTER.
- A1A.2.13. VERIFIES INFORMATION TRANSMITTED.

A1A.3. OPERATES PC-III COMPUTER SYSTEM:

- A1A.3.1. VERIFIES CONNECTIVITY.
- A1A.3.2. VERIFIES END-OF-DAY PROCEDURES.
- A1A.3.3. REVIEWS STATUS REPORTS.
- A1A.3.4. REVIEWS LOG FILE, ISOLATES/RESOLVES IF THERE'S A PROBLEM.
- A1A.3.5. UTILIZES NETWORK ANALYZER.
- A1A.3.6. ISOLATES/RESOLVES IF THERE'S PROBLEM.
- A1A.3.7. TERMINATES PROCESSES.
- A1A.3.8. MONITORS INTERACTIVE COMMUNICATION INTERFACE (ICI) PROCESSES.
- A1A.3.9. ISOLATES/RESOLVES IF THERE'S PROBLEM.
- A1A.3.10. VERIFIES CONNECTIVITY AT END OF DAY.

A1A.4. BACKS UP PC-III SYSTEM.**A1A.5. PROVIDES INFORMATION AND INFORMAL COMPUTER-RELATED TRAINING:**

- A1A.5.1. RECEIVES INQUIRY.
- A1A.5.2. ANSWERS IMMEDIATELY; IF NOT, RESEARCHES ANSWER.
- A1A.5.3. ANSWERS OR SCHEDULES FOR APPOINTMENT, OR REFERS TO OUTSIDE AGENCY OR PROVIDES INFORMAL TRAINING.

A1A.6. PROVIDES FORMAL COMPUTER-RELATED TRAINING:

- A1A.6.1. IDENTIFIES NEED FOR TRAINING.
- A1A.6.2. RESEARCHES TRAINING REQUIREMENTS/RESOURCES.
- A1A.6.3. DEVELOPS MATERIAL FOR TRAINING.

A1A.6.4. PERFORMS TRAINING.

A1A.7. PROCESSES NONROUTINE QUERY:

A1A.7.1. RECEIVES REQUEST FOR QUERY.

A1A.7.2. REVIEWS/APPROVES/DISAPPROVES REQUEST.

A1A.7.3. DEFINES METHOD FOR QUERY/MODIFIES EXISTING QUERY.

A1A.7.4. INPUTS QUERY.

A1A.7.5. REVIEWS RESULTS.

A1A.7.6. EDITS QUERY.

A1A.7.7. RUNS QUERY.

A1A.8. PROCESSES SCHEDULED AUTOMATED PRODUCTS:

A1A.8.1. PICKS UP OUTPUT (PAPER/DISK).

A1A.8.2. REVIEWS PRODUCTS.

A1A.8.3. NOTIFIES CUSTOMERS.

A1A.8.4. DISTRIBUTES PRODUCTS.

A1A.8.5. FILES PRODUCTS.

A1A.9. PERFORMS TRANSACTION REGISTER/DATA BASE ANALYSIS TASK:

A1A.9.1. RECEIVES PRODUCTS.

A1A.9.2. REVIEWS/SUSPENSES.

A1A.9.3. DISTRIBUTES.

A1A.9.4. FILES ORIGINALS.

A1A.9.5. RECEIVES ANNOTATED COPIES.

A1A.9.6. REVIEWS ANNOTATIONS/FOLLOWS UP/CORRECTS INVALID ACTIONS.

A1A.9.7. FILES PRODUCTS.

A1A.9.8. PERFORMS TREND ANALYSIS.

A1A.9.9. INFORMS MANAGEMENT OF TRENDS.

A1A.9.10. INPUTS/REVIEWS/DISTRIBUTES/REPORTS/FILES SELF-ASSESSMENT.

A1A.10. BUILDS AND MAINTAINS LOCAL TABLE:

A1A.10.1. RECEIVES REQUIREMENT TO BUILD/ENHANCE TABLE.

A1A.10.2. RESEARCHES REQUIREMENTS AND DESIGNS TABLE.

A1A.10.3. LOADS TABLE.

A1A.10.4. TESTS TABLE.

A1A.10.5. CREATES NEW TAPE.

A1A.11. CORRECTS REPORTED SOFTWARE PROBLEM:

A1A.11.1. IDENTIFIES/RESEARCHES PROBLEM.

A1A.11.2. IDENTIFIES CORRECTIVE ACTION.

A1A.11.3. TAKES CORRECTIVE ACTION.

A1A.11.4. FOLLOWS UP.

A1A.12. PROCESSES POTENTIAL HARDWARE/SOFTWARE/PROCEDURAL ENHANCEMENT:

A1A.12.1. RECEIVES ENHANCEMENT.

A1A.12.2. REVIEWS ENHANCEMENT.

A1A.12.3. TESTS ENHANCEMENT.

A1A.12.4. COORDINATES/FORWARDS PROPOSAL.

A1A.13. PERFORMS COMPUTER SECURITY (COMPUSEC) TASK:

A1A.13.1. CONTROLS SYSTEM ACCESS.

A1A.13.2. PERFORMS INSPECTION.

A1A.14. PERFORMS DEFENSE JOINT MILITARY PAY SYSTEM (DJMS) TRANSACTION:

- A1A.14.1. RECEIVES DATA CHANGE TRANSACTIONS.
- A1A.14.2. RECEIVES DJMS REJECTS.
- A1A.14.3. SUSPENSES AND DISTRIBUTES.
- A1A.14.4. ASSISTS CUSTOMER WITH REVIEW.
- A1A.14.5. RECEIVES RESPONSE/VERIFIES CERTIFICATIONS.
- A1A.14.6. DISTRIBUTES.
- A1A.14.7. FILES.

A1A.15. PERFORMS BASE-LEVEL MILITARY PERSONNEL SYSTEM (BLMPS) 0002 TASK:

- A1A.15.1. REVIEWS PRODUCTS.
- A1A.15.2. DISTRIBUTES.
- A1A.15.3. TAKES REQUIRED ACTIONS (INCLUDES RELEASES).

A1A.16. RE-BOOTS COMPUTER SYSTEM.**A1A.17. PERFORMS SUMMARY REPORT ACTION:**

- A1A.17.1. REVIEWS/UPDATES REPORT.
- A1A.17.2. TAKES APPROPRIATE ACTIONS BASED ON REVIEW/UPDATE.

A1A.18. MAINTAINS FLIGHT AND PC-III EQUIPMENT ACCOUNT:

- A1A.18.1. PROCESSES EQUIPMENT REQUEST.
- A1A.18.2. CONDUCTS INVENTORY.
- A1A.18.3. MAINTAINS CUSTODIAN AUTHORIZATION AND CUSTODY RECEIPT LIST (CACRL).
- A1A.18.4. PERFORMS DISPOSITION OF EQUIPMENT (ISSUE, TURN IN OF SERVICEABLE/ UNSERVICEABLE EQUIPMENT, TURN IN FOR REPAIR).

A1A.19. SERVICES END-POINT FILTER.

PROCESS ORIENTED DESCRIPTION

★ PERSONNEL READINESS

A1B.1. REVIEWS AND PROCESSES AF FORM 2098, DUTY STATUS CHANGE:

- A1B.1.1. UPDATES INTO PERSONNEL DATA SYSTEM (PDS).
- A1B.1.2. DISTRIBUTES THE FORM TO APPROPRIATE AGENCIES.
- A1B.1.3. RETRIEVES AND SECURES AF FORM 10, **UNIT PERSONNEL RECORD GROUP**.
- A1B.1.4. MANAGES/PROCESSES LOST TIME INCIDENTS.
- A1B.1.5. MANAGES/PROCESSES DROP FROM ROLLS ACTIONS.

A1B.2. REVIEWS AND PROCESSES AWOL/DESERTER REPORTING PACKAGE:

- A1B.2.1. RETRIEVES AND SECURES AF FORM 10.
- A1B.2.2. MONITORS RECEIPT OF COMMANDER'S REPORT OF INQUIRY.
- A1B.2.3. PREPARES AND DISTRIBUTES DD FORM 553, **DESERTER/ABSENTEE WANTED BY THE ARMED FORCES**.
- A1B.2.4. PREPARES AND DISTRIBUTES DD FORM 616, **REPORT OF RETURN OF ABSENTEE**.

A1B.3. MONITORS TEMPORARY DUTY (TDY) ORDERS IN PC-III.

A1B.4. MAINTAINS A COPY OF DESIGNED OPERATIONAL CAPABILITY (DOC) STATEMENT.

A1B.5. MAINTAINS STATUS OF RESOURCES AND TRAINING SYSTEMS (SORTS) POINTS OF CONTACT.

A1B.6. REQUESTS AND DISTRIBUTES SORTS PRODUCT TO UNIT.

A1B.7. REVIEWS/VALIDATES UNIT SORTS INPUT.

A1B.8. MAINTAINS CATEGORY LEVEL (C-LEVEL) WORKSHEET AND SUPPORTING DOCUMENTS.

A1B.9. CONDUCTS DUTY STATUS TRAINING:

- A1B.9.1. DEVELOPS/CONDUCTS AF FORM 1240, **PERSONNEL STATUS REPORT**, AND DUTY STATUS CHANGE MESSAGE TRAINING.
- A1B.9.2. DEVELOPS/CONDUCTS AF FORM 2098 TRAINING.

A1B.10. DEVELOPS/CONDUCTS SORTS TRAINING.

A1B.11. DEVELOPS/CONDUCTS READY TRAINING.

A1B.12. REQUESTS AND DISTRIBUTES READY PRODUCT TO UNIT.

A1B.13. REVIEWS UNIT READY INPUT.

A1B.14. MAINTAINS READY POINTS OF CONTACT.

A1B.15. SUPPORTS READY REVIEW BOARD:

- A1B.15.1. COMPLETES RESEARCH.
- A1B.15.2. DRAFTS REPORT.
- A1B.15.3. BRIEFS CHAIN OF COMMAND.

A1B.16. CONTROLS CLASSIFIED MATERIAL:

- A1B.16.1. CONDUCTS INVENTORY OF CLASSIFIED MATERIAL.
- A1B.16.2. MAINTAINS RECEIPT FOR CLASSIFIED MATERIAL.
- A1B.16.3. SAFEGUARDS CLASSIFIED MATERIAL.

A1B.16.4. DESTROYS CLASSIFIED MATERIAL.

A1B.17. CORRECTS DUTY STATUS/LOST TIME DJMS REJECT.

A1B.18. PREPARES AND DISTRIBUTES THE MONTHLY MILITARY PERSONNEL STRENGTH REPORT.

A1B.19. DISTRIBUTES DAILY STRENGTH REPORT TO NON-PC-III UNIT.

PROCESS ORIENTED DESCRIPTION

INFORMATION MANAGEMENT

A1C.1. DISSEMINATES INFORMATION FOR INTERNAL REVIEW:

- A1C.1.1. RECEIVES/COLLECTS INFORMATION.
- A1C.1.2. COLLATES MATERIAL.
- A1C.1.3. DISSEMINATES MATERIAL (READ FILE/PUBLICATION/BULLETIN BOARD).
- A1C.1.4. PERFORMS DISPOSITION OF WRITTEN MATERIAL AFTER DISSEMINATION.

A1C.2. PROVIDES INFORMATION (EXTERNAL):

- A1C.2.1. RECEIVES INQUIRY.
- A1C.2.2. ANSWERS IMMEDIATELY; IF NOT, RESEARCHES.
- A1C.2.3. PROVIDES RESPONSE OR REFERS.

A1C.3. PROCESSES COMMUNICATION:

- A1C.3.1. RECEIVES DRAFT.
- A1C.3.2. INPUTS INTO COMPUTER.
- A1C.3.3. REVIEWS AND EDITS.
- A1C.3.4. PRINTS DRAFT.
- A1C.3.5. SENDS TO DRAFTER FOR EDIT.
- A1C.3.6. RECEIVES FROM DRAFTER AND EDITS.
- A1C.3.7. PRINTS FINAL.
- A1C.3.8. SENDS FINAL TO DRAFTER FOR SIGNATURE.
- A1C.3.9. RECEIVES SIGNED FINAL FROM DRAFTER.
- A1C.3.10. DISTRIBUTES.

A1C.4. MAINTAINS SUSPENSE FILE (NON-AF FORM 2096 ACTION):

- A1C.4.1. RECEIVES TASKING REQUIRING SUSPENSE.
- A1C.4.2. DETERMINES SUSPENSE.
- A1C.4.3. LOGS SUSPENSE.
- A1C.4.4. DISTRIBUTES TASKING.
- A1C.4.5. TRACKS SUSPENSE.
- A1C.4.6. CLEARS SUSPENSE WHEN TASKING COMPLETED.

A1C.5. PHOTO COPIES DOCUMENTS:

- A1C.5.1. COLLECTS INFORMATION TO BE COPIED.
- A1C.5.2. DETERMINES NUMBER AND TYPE OF COPIES.
- A1C.5.3. PRODUCES COPIES.
- A1C.5.4. COLLATES COPIES.
- A1C.5.5. DISTRIBUTES COPIES.

A1C.6. PROCESSES DISTRIBUTION (IN/OUT):

- A1C.6.1. RECEIVES INCOMING DISTRIBUTION.
- A1C.6.2. REVIEWS CONTENTS.
- A1C.6.3. SORTS DISTRIBUTION.
- A1C.6.4. DISTRIBUTES INTERNALLY.
- A1C.6.5. HAND CARRIES TIME-SENSITIVE DISTRIBUTION.

A1C.7. MAINTAINS FILE SYSTEM:

- A1C.7.1. ACTS AS FLIGHT FILES MANAGER.
- A1C.7.2. PREPARES FILE PLAN AND DISPOSITION INSTRUCTIONS.
- A1C.7.3. PREPARES FILE DISPOSITION INSTRUCTIONS.
- A1C.7.4. PREPARES FOLDER AND LABEL.

A1C.7.5. FILES/EXTRACTS INFORMATION FROM FILES.

A1C.7.6. PERFORMS FILES DISPOSITION.

A1C.8. MAINTAINS BLANK FORMS:

A1C.8.1. DETERMINES REQUIREMENTS.

A1C.8.2. REQUISITIONS FORMS.

A1C.8.3. DISTRIBUTES FORMS.

A1C.8.4. MAINTAINS STOCK OF FORMS.

A1C.8.5. REVIEWS/VALIDATES FORMS REQUIREMENTS.

A1C.8.6. PERFORMS DISPOSITION OF UNNEEDED OR OBSOLETE FORMS.

A1C.9. MAINTAINS PUBLICATION FILES:

A1C.9.1. ACTS AS FLIGHT PUBLICATIONS MANAGER.

A1C.9.2. ESTABLISHES REQUIREMENT FOR MASTER FILE.

A1C.9.3. ORDERS PUBLICATION.

A1C.9.4. TRACKS STATUS OF ORDER.

A1C.9.5. RECEIVES/PICKS UP PUBLICATION AND ANNOTATES RECORDS.

A1C.9.6. DISTRIBUTES PUBLICATION.

A1C.9.7. POSTS PUBLICATION.

A1C.9.8. REVIEWS PUBLICATIONS FOR DISPOSITION.

A1C.9.9. VALIDATES REQUIREMENT.

A1C.9.10. PERFORMS DISPOSITION OF OBSOLETE MATERIAL.

A1C.10. MANAGES OFFICE SUPPLIES:

A1C.10.1. DETERMINES REQUIREMENTS.

A1C.10.2. REQUISITIONS MATERIALS.

A1C.10.3. DISTRIBUTES SUPPLIES.

A1C.10.4. MAINTAINS STOCK OF SUPPLIES.

A1C.10.5. PERFORMS DISPOSITION OF UNNEEDED SUPPLIES.

A1C.11. PROCESSES AF FORM 2096, CLASSIFICATION/ON-THE-JOB-TRAINING ACTION, FROM NON-PC-III UNIT:

A1C.11.1. RECEIVES FORM.

A1C.11.2. REVIEWS FOR ACCURACY.

A1C.11.3. LOGS IN IF FORM IS COMPLETE; RETURNS TO ORIGINATOR IF FORM IS INCORRECT.

A1C.11.4. SUSPENSES FORM ACTIONS.

A1C.11.5. DETERMINES DISTRIBUTION REQUIREMENTS/DISTRIBUTES INTERNALLY.

A1C.11.6. TRACKS STATUS.

A1C.11.7. RECEIVES RETURNED FORM WITH COMPLETED ACTIONS AND REVIEW.

A1C.11.8. DISTRIBUTES FORM.

A1C.12. PROCESSES P-SERIES ORDER:

A1C.12.1. RECEIVES TASKING FOR ORDER.

A1C.12.2. REVIEWS MATERIAL TO BE INCLUDED ON ORDER.

A1C.12.3. RETURNS TO ORIGINATOR IF INCOMPLETE.

A1C.12.4. DRAFTS ORDER.

A1C.12.5. REVIEWS/EDITS.

A1C.12.6. PRINTS FINAL.

A1C.12.7. ASSIGNS CONTROL NUMBER.

A1C.12.8. COORDINATES ORDERS FOR PROPER SIGNATURES/ANNOTATIONS.

A1C.12.9. RECEIVES COMPLETED ORDER/DISTRIBUTES.

PROCESS ORIENTED DESCRIPTION**PERSONNEL RELOCATIONS****A1D.1. PROCESSES REQUEST FOR VISA AND/OR PASSPORT:**

- A1D.1.1. IDENTIFIES NEED FOR PASSPORT OR VISA.
- A1D.1.2. PROVIDES FORM/APPLICATION/INSTRUCTIONS.
- A1D.1.3. COMPLETES AF FORM 833, **VISUAL INFORMATION SUPPORT REQUEST**.
- A1D.1.4. COUNSELS INDIVIDUAL ON REQUIRED DOCUMENTS FOR PROCESSING APPLICATION.
- A1D.1.5. SCHEDULES MEMBER FOR APPOINTMENT.
- A1D.1.6. VERIFIES OFFICIAL DOCUMENTS.
- A1D.1.7. COMPLETES DSP 11, **PASSPORT APPLICATION**.
- A1D.1.8. COMPLETES AND PREPARES DD FORM 1056, **AUTHORIZATION TO APPLY FOR A "NO FEE" PASSPORT AND/OR REQUEST FOR VISA**.
- A1D.1.9. SEPARATES FORMS/PHOTOS/LETTERS AND COMPILES PACKAGE FOR MAIL AND FILE.
- A1D.1.10. NOTIFIES MEMBER OF RECEIPT OF PASSPORT.
- A1D.1.11. SCHEDULES APPOINTMENT WITH MEMBER.
- A1D.1.12. COMPLETES DD FORM 1056 ACTION.
- A1D.1.13. FILES DD FORM 1056.
- A1D.1.14. SUBMITS ANNUAL PASSPORT REPORT.

A1D.2. COMPLETES RELOCATION PROCESSING UPDATE:

- A1D.2.1. UPDATES PTI526 (ACKNOWLEDGMENT OF ASSIGNMENT).
- A1D.2.2. UPDATES PTITVL (REQUEST FOR CONCURRENT TRAVEL).
- A1D.2.3. UPDATES PTI550 (FOLLOW-ON/HOME-BASING).
- A1D.2.4. UPDATES PTIPTC(PORT CALL CONFIRMATION).
- A1D.2.5. UPDATES PTI52C (CHANGE OF PROJECTED DEPARTURE DATE).
- A1D.2.6. UPDATES PTI520 (REQUEST FOR CHANGE).

A1D.3. PROCESSES ASSIGNMENT AVAILABILITY CODE:

- A1D.3.1. RECEIVES AF FORM 422, **PHYSICAL PROFILE SERIAL REPORT**.
- A1D.3.2. RESEARCHES AND DETERMINES NEEDED ACTION.
- A1D.3.3. VERIFIES LIMITATION CODE(S) AND POSSIBLE ASSIGNMENT IMPACT.
- A1D.3.4. UPDATES PDS SYSTEM WITH ASSIGNMENT AVAILABILITY CODE.
- A1D.3.5. TAKES ANY NEEDED CHANGE ACTION.
- A1D.3.6. FILES AF FORM 422.

A1D.4. PROCESSES ASSIGNMENT LIMITATION CODE:

- A1D.4.1. RECEIVES LETTER OR PACKAGE FROM BASE AGENCY OR OTHER MILITARY PERSONNEL OFFICE WORK CENTER.
- A1D.4.2. RESEARCHES AND DETERMINES NEEDED ACTION.
- A1D.4.3. VERIFIES LIMITATION CODE(S) AND POSSIBLE ASSIGNMENT IMPACT.
- A1D.4.4. UPDATES PDS SYSTEM WITH ASSIGNMENT LIMITATION CODE.
- A1D.4.5. ENDORSES LETTER OR PACKAGE AND RETURNS TO ORIGINATING AGENCY.

A1D.5. PROCESSES APPLICATION FOR EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP) OR HUMANITARIAN ASSIGNMENT:

- A1D.5.1. INDIVIDUAL REQUESTS EFMP OR HUMANITARIAN ASSIGNMENT.
- A1D.5.2. COUNSELS INDIVIDUAL AND DETERMINES QUALIFICATION FOR REASSIGNMENT.
- A1D.5.3. DETERMINES APPROPRIATE ACTION.
- A1D.5.4. PROVIDES INFORMATION FOR ASSIGNMENT APPLICATION.
- A1D.5.5. REVIEWS APPLICATION PACKAGE FOR COMPLETENESS.
- A1D.5.6. TYPES COVER LETTER/ AND ATTACHES TO PACKAGE.
- A1D.5.7. TRANSMITS PACKAGE TO AIR FORCE PERSONNEL CENTER (AFPC).

- A1D.5.8. PROVIDES ADDITIONAL INFORMATION TO AFPC, AS REQUESTED.
- A1D.5.9. RECEIVES ASSIGNMENT APPROVAL/DISAPPROVAL.
- A1D.5.10. NOTIFIES INDIVIDUAL OF APPROVAL/DISAPPROVAL.

A1D.6. PROCESSES VOLUNTARY ASSIGNMENT APPLICATION (EXCEPT HOME-BASE OR FOLLOW-ON):

- A1D.6.1. INDIVIDUAL REQUESTS VOLUNTARY ASSIGNMENT.
- A1D.6.2. VERIFIES ELIGIBILITY FOR SPECIAL/VOLUNTARY ASSIGNMENT.
- A1D.6.3. NOTIFIES INDIVIDUAL OF ELIGIBILITY STATUS.
- A1D.6.4. REVIEWS APPLICATION FOR COMPLETENESS OR RETURNS TO INDIVIDUAL.
- A1D.6.5. UPDATES PDS SYSTEM.
- A1D.6.6. FILES APPLICATION IN OUTBOUND FILE.

A1D.7. PROCESSES HOME-BASE/FOLLOW-ON ASSIGNMENT:

- A1D.7.1. RECEIVES ASSIGNMENT NOTIFICATION RIP ON INDIVIDUAL SELECTED FOR SHORT NOTICE ASSIGNMENT.
- A1D.7.2. VERIFIES ELIGIBILITY FOR ASSIGNMENT.
- A1D.7.3. COUNSELS INDIVIDUAL ON ASSIGNMENT PROGRAM OPTIONS.
- A1D.7.4. RECEIVES APPROVED OVERSEAS FOLLOW-ON ASSIGNMENT.
- A1D.7.5. BRIEFS INDIVIDUAL ON DEPENDENT RELOCATION REQUIREMENT(S).
- A1D.7.6. PROVIDES NEEDED AF FORM 1466, **REQUEST FOR FAMILY MEMBER'S MEDICAL AND EDUCATION CLEARANCE FOR TRAVEL**, FOR OVERSEAS TRAVEL.
- A1D.7.7. SENDS AF FORM 1466 TO GAINING MAJCOM/BASE FOR ACCEPT/REJECT ACTION.
- A1D.7.8. RECEIVES MAJCOM RESPONSE.
- A1D.7.9. NOTIFIES INDIVIDUAL OF APPROVAL/DISAPPROVAL.
- A1D.7.10. COUNSELS INDIVIDUAL ON SERVICES AND FACILITIES AVAILABLE FOR DEPENDENTS.
- A1D.7.11. AMENDS ORDERS, AS NEEDED.

A1D.8. PROCESSES MAJCOM CONTROLLED SPECIAL DUTY ASSIGNMENT:

- A1D.8.1. INDIVIDUAL REQUESTS MAJCOM CONTROLLED SPECIAL DUTY ASSIGNMENT.
- A1D.8.2. CUSTOMER SERVICE NOTIFIES PERSONNEL RELOCATIONS OF REQUEST AND FORWARDS APPLICATION PACKAGE.
- A1D.8.3. REVIEWS PACKAGE FOR ELIGIBILITY AND COMPLETENESS.
- A1D.8.4. ATTACHES COVER LETTER OR AF FORM 330, **RECORDS TRANSMITTAL/REQUEST**.
- A1D.8.5. FORWARDS APPLICATION PACKAGE TO APPROPRIATE AGENCY.

A1D.9. PROCESSES AFPC CONTROLLED SPECIAL DUTY ASSIGNMENT APPLICATION:

- A1D.9.1. RECEIVES AF FORM 392, **AIRMAN ASSIGNMENT PREFERENCE STATEMENT**, FROM CUSTOMER SERVICE.
- A1D.9.2. VERIFIES ELIGIBILITY.
- A1D.9.3. NOTIFIES INDIVIDUAL OF APPROVAL/DISAPPROVAL.
- A1D.9.4. UPDATES PDS SYSTEM.
- A1D.9.5. RETURNS AF FORM 392 TO CUSTOMER SERVICE/RECORDS.

A1D.10. PROCESSES HEADQUARTERS UNITED STATES AIR FORCE (HQ USAF)/MAJCOM NOMINATION OF INDIVIDUAL FOR SPECIAL DUTY ASSIGNMENT:

- A1D.10.1. ESTABLISHES RELOCATION FOLDER.
- A1D.10.2. NOTIFIES MEMBER OF NOMINATION FOR SPECIAL DUTY ASSIGNMENT.
- A1D.10.3. VERIFIES ELIGIBILITY FOR ASSIGNMENT.
- A1D.10.4. UPDATES PDS ON ASSIGNMENT AVAILABILITY STATUS.
- A1D.10.5. REVIEWS PROCEDURES FOR THE ASSIGNMENT.
- A1D.10.6. REVIEWS ASSIGNMENT PACKAGE FOR COMPLETENESS.
- A1D.10.7. ATTACHES COVER LETTER OR TRANSMITTAL DOCUMENT.
- A1D.10.8. FORWARDS PACKAGE TO REQUESTING AGENCY.
- A1D.10.9. NOTIFIES INDIVIDUAL OF SELECTION/NONSELECTION FOR SPECIAL DUTY ASSIGNMENT.

A1D.11. PROCESSES AFPC ASSIGNMENT ALLOCATION:

- A1D.11.1. RECEIVES MESSAGE FROM AFPC OR OTHER ASSIGNMENT AUTHORITY.
- A1D.11.2. REQUESTS LOSS REPORT ON INDIVIDUAL PERSONNEL (RIP).
- A1D.11.3. ANNOTATES APPROPRIATE DATA/INFORMATION ON RIP.
- A1D.11.4. ESTABLISHES RELOCATION FOLDER.
- A1D.11.5. SCHEDULES RELOCATION INITIAL BRIEFING.
- A1D.11.6. FORWARDS ORIGINAL RIP TO UNIT ORDERLY ROOM.
- A1D.11.7. FILES COPY IN RELOCATION FOLDER.
- A1D.11.8. RECEIVES ALLOCATION RIP THROUGH PDS.
- A1D.11.9. ESTABLISHES RELOCATION FOLDER.
- A1D.11.10. SCHEDULES INITIAL RELOCATION BRIEFING.
- A1D.11.11. FORWARDS ORIGINAL RIP TO UNIT ORDERLY ROOM.
- A1D.11.12. FILES COPY IN RELOCATION FOLDER.

A1D.12. PROCESSES DECLINATION STATEMENT:

- A1D.12.1. VALIDATES ELIGIBILITY TO DECLINE ASSIGNMENT ACTION.
- A1D.12.2. COMPLETES AF FORM 964, **PCS, TDY OR TRAINING DECLINATION STATEMENT**.
- A1D.12.3. BRIEFS INDIVIDUAL.
- A1D.12.4. UPDATES PDS OR SENDS MESSAGE TO AFPC, AS NEEDED.
- A1D.12.5. FILES COPY OF AF FORM 964 IN RELOCATION FOLDER.
- A1D.12.6. FORWARDS ORIGINAL AF FORM 964 TO RECORDS.

A1D.13. VALIDATES REQUEST FOR RELEASE FROM ASSIGNMENT LEVY:

- A1D.13.1. VERIFIES BASIS OF AUTHORITY FOR RELEASE FROM ASSIGNMENT.
- A1D.13.2. SENDS MESSAGE TO AFPC OR SYSTEM, AS APPROPRIATE.
- A1D.13.3. RECEIVES AFPC RIP FOR RELEASE/NONRELEASE FROM ASSIGNMENT AND NOTIFIES INDIVIDUAL OF AFPC RESPONSE.
- A1D.13.4. FORWARDS ORIGINAL RIP TO INDIVIDUAL FOR COMPLETION ACTION.
- A1D.13.5. RECEIVES COMPLETED RIP FROM INDIVIDUAL/UNIT.
- A1D.13.6. FILES RIP IN RELOCATION FOLDER.

A1D.14. PROCESSES REQUEST FOR DEFERMENT:

- A1D.14.1. INDIVIDUAL SELECTED FOR ASSIGNMENT IDENTIFIED HAVING ASSIGNMENT DEFERMENT.
- A1D.14.2. ADVISES INDIVIDUAL ON ACTION REQUIRED FOR DEFERMENT CONSIDERATION AND COMPLETES AF FORM 1466.
- A1D.14.3. REFERS MEMBER TO MEDICAL TREATMENT FACILITY FOR REVIEW.
- A1D.14.4. RECEIVES AF FORM 1466 BACK FROM AGENCY/MAJCOM.
- A1D.14.5. NOTIFIES INDIVIDUAL OF DEFERMENT APPROVAL DISAPPROVAL.

A1D.15. PROCESSES CHANGE-IN-ASSIGNMENT ACTION:

- A1D.15.1. RECEIVES PROCESSING CHANGE RIP FROM AFPC.
- A1D.15.2. FORWARDS COPY TO UNIT FOR ACTION/CORRECTION.
- A1D.15.3. RECEIVES COMPLETED RIP FROM UNIT.
- A1D.15.4. SCHEDULES APPOINTMENT FOR REQUIRED ACTION(S).
- A1D.15.5. COUNSELS INDIVIDUAL ON OPTIONS.
- A1D.15.6. COMPLETES APPROPRIATE ACTION/FORM(S).
- A1D.15.7. UPDATES PDS AND/OR FORWARDS TO SPECIAL ACTIONS.
- A1D.15.8. FILES COPY IN RELOCATION FOLDER.
- A1D.15.9. AMENDS ORDERS, AS NEEDED.

A1D.16. CONDUCTS INITIAL RELOCATION BRIEFING:

- A1D.16.1. ENSURES RETAINABILITY.
- A1D.16.2. VERIFIES SPECIAL ASSIGNMENT REQUIREMENT.

A1D.16.3. PROCESSES REQUEST FOR MEDICAL OR DENTAL CLEARANCE.
A1D.16.4. PROCESSES REQUEST FOR WEAPONS QUALIFICATION AND GOVERNMENT LICENSE.
A1D.16.5. PROCESSES REQUEST FOR SECURITY CLEARANCE.
A1D.16.6. PROCESSES REQUEST FOR CIRCUITOUS TRAVEL.
A1D.16.7. PROCESSES REQUEST FOR ADDITIONAL WEIGHT ALLOWANCE.
A1D.16.8. PROCESSES REQUEST FOR PORT CALL.
A1D.16.9. PREPARES AND PROCESSES CONCURRENT TRAVEL REQUEST.
A1D.16.10. PROCESSES TOUR ELECTION STATEMENT (MEMBER WITH DEPENDENTS ONLY).
A1D.16.11. ADVISES AND ASSISTS MEMBER ON HOME-BASING/FOLLOW-ON PROGRAM (SHORT TOUR ONLY).
A1D.16.12. ADVISES MEMBER ON ACTIVE DUTY SERVICE COMMITMENT.
A1D.16.13. CHECKS REQUIREMENT FOR TRAINING AND IDENTIFICATION.
A1D.16.14. PREPARES, REPRODUCES, DISTRIBUTES, AND FILES SPECIAL ORDER.
A1D.16.15. CONDUCTS QUALITY REVIEW.
A1D.16.16. EFFECTS ATTACHMENT AND ASSIGNMENT TO HOSPITAL OR PRISON.
A1D.16.17. SCHEDULES INDIVIDUAL FOR FINAL OUT-PROCESSING.
A1D.16.18. RESPONDS TO CUSTOMER/INDIVIDUAL INQUIRY.

A1D.17. PERFORMS FINAL PROCESSING ACTION:

A1D.17.1. NOTIFIES APPROPRIATE AGENCY.
A1D.17.2. DEVELOPS DEPARTURE NOTIFICATION LISTING.
A1D.17.3. ATTACHES COVER LETTER.
A1D.17.4. LOGS/NUMBERS/SUSPENSES REQUIRED ACTION.
A1D.17.5. SENDS LISTING TO APPROPRIATE AGENCIES.
A1D.17.6. ENSURES RECEIPT OF REQUIRED DOCUMENT AND UNIT PERSONNEL RECORDS GROUP (UPRG).
A1D.17.7. PROVIDES FORM LETTER(S) TO INDIVIDUAL, AS NECESSARY.
A1D.17.8. RECEIVES COMPLETED LETTER(S) AND RECORDS FROM INDIVIDUAL.
A1D.17.9. ENSURES COMPLETENESS OF RECORD.
A1D.17.10. FILES LETTER(S) IN UPRG OR RELOCATION FOLDER, AS APPROPRIATE.
A1D.17.11. PREPARES UPRG.
A1D.17.12. PREPARES AF FORM 330.
A1D.17.13. FORWARDS AF FORM 330 AND RELOCATION RECORD TO RECORDS SECTION.
A1D.17.14. RECEIVES REVIEWED AF FORM 330 AND RELOCATION RECORD FROM RECORDS SECTION.
A1D.17.15. HAND CARRIES AF FORM 330 AND RELOCATION RECORD THROUGH OTHER MILITARY PERSONNEL FLIGHT AGENCIES FOR REVIEW.
A1D.17.16. CONDUCTS DEERS VERIFICATION.
A1D.17.17. FORWARDS AF FORM 330, AS APPROPRIATE, 15 DAYS PRIOR TO ASSIGNMENT OF INDIVIDUAL OR FILES IN RELOCATION RECORD.
A1D.17.18. MAINTAINS RELOCATION RECORD IN TEMPORARY FILE UNTIL FINAL OUTPROCESSING APPOINTMENT.
A1D.17.19. PREPARES UPRG.
A1D.17.20. COMPLETES AF FORM 330 ACTION FOR UPRG.
A1D.17.21. VERIFIES UPRG PROCESSING ACTION FOR COMPLETENESS.
A1D.17.22. INDIVIDUAL SIGNS AF FORM 330 TO CERTIFY ALL ACTIONS HAVE BEEN COMPLETED.
A1D.17.23. COMPLETES DEPARTURE CERTIFICATION DOCUMENT.
A1D.17.24. PREPARES DENTAL RECORDS FOR FIRST CLASS MAIL TRANSMITTAL.
A1D.17.25. PREPARES ALL OTHER RECORDS FOR HAND CARRY BY INDIVIDUAL.
A1D.17.26. COMPLETES FINAL OUT-PROCESSING INTERVIEW.
A1D.17.27. COMPLETES OUT-PROCESSING CONFIRMATION UPDATE (PTI801/803/804).

A1D.18. FORMULATES REPLY TO PROCESSING DISCREPANCY INQUIRY:

A1D.18.1. RECEIVES DISCREPANCY INQUIRY FROM GAINING MILITARY PERSONNEL OFFICE.
A1D.18.2. RESEARCHES NATURE OF INQUIRY.
A1D.18.3. RESPONDS TO GAINING UNIT CONCERN.

A1D.19. ACCOMPLISHES NO-SHOW ACTION:

- A1D.19.1. TRACKS NO-SHOW INDIVIDUAL.
- A1D.19.2. RETRIEVES AND REVIEWS RELOCATION FOLDER.
- A1D.19.3. DETERMINES STATUS.
- A1D.19.4. REPORTS STATUS TO GAINING MPF.

A1D.20. PERFORMS TRANSACTION REGISTER (TR) ACTION:

- A1D.20.1. RECEIVES AND REVIEWS TR.
- A1D.20.2. HIGHLIGHTS OVERDUE SUSPENSE.
- A1D.20.3. FOLLOWS UP ON SUSPENSE.
- A1D.20.4. CLEARS SUSPENSE.

A1D.21. PROVIDES INFORMATION AND TRAINING:

- A1D.21.1. RECEIVES INQUIRY.
- A1D.21.2. ANSWERS IMMEDIATELY; IF NOT, RESEARCHES ANSWER.
- A1D.21.3. ANSWERS OR SCHEDULES FOR APPOINTMENT OR REFERS TO OUTSIDE AGENCY OR PROVIDES INFORMAL TRAINING.

A1D.22. FOLLOWS UP ON SUSPENDED ITEM:

- A1D.22.1. TRACKS SUSPENSE FORM LETTER/AF FORM FOR SPECIAL REQUIREMENT.
- A1D.22.2. SENDS MESSAGE TO OUTSIDE AGENCY FOR REQUIRED ACTION.

A1D.23. PROCESSES SENIOR OFFICER ASSIGNMENT.

A1D.24. PROCESSES REQUEST FOR SECRETARIAL WAIVER:

- A1D.24.1. RECEIVES ASSIGNMENT NOTIFICATION BRIEF.
- A1D.24.2. REVIEWS INDIVIDUAL DATE ARRIVED STATION.
- A1D.24.3. DETERMINES APPROPRIATE ACTION AS NEEDED.
- A1D.24.4. SENDS REQUEST FOR WAIVER TO AFPC.
- A1D.24.5. RECEIVES APPROVAL/DISAPPROVAL FROM AFPC.
- A1D.24.6. NOTIFIES INDIVIDUAL OF RESPONSE.
- A1D.24.7. FILES RESPONSE IN RELOCATION FOLDER.

A1D.25. PROVIDES RETIREMENT BRIEFING:

- A1D.25.1. SETS UP SCHEDULE.
- A1D.25.2. COORDINATES BRIEFERS.
- A1D.25.3. NOTIFIES MEMBER AND SPOUSE OF APPOINTMENT.
- A1D.25.4. PREPARES BACKGROUND INFORMATION.
- A1D.25.5. BRIEFS MEMBER AND SPOUSE.

A1D.26. PERFORMS SURVIVOR BENEFIT PLAN (SBP) ACTION:

- A1D.26.1. NOTIFIES MEMBER AND SPOUSE OF APPOINTMENT.
- A1D.26.2. PREPARES FORMS/FILE FOLDER.
- A1D.26.3. ANSWERS QUESTIONS CONCERNING PROGRAM.
- A1D.26.4. ASSISTS MEMBER AND SPOUSE IN FILLING OUT FORMS.
- A1D.26.5. IF SPOUSE CAN'T ATTEND, PREPARES WAIVER OR CONTACTS VIA CERTIFIED MAIL.
- A1D.26.6. DISTRIBUTES FORMS/FILES FOLDER.
- A1D.26.7. ASSISTS RETIRED CUSTOMER WITH SBP PROBLEMS/CHANGES.

A1D.27. ADMINISTERS THE SELECTION OF PERSONNEL FOR ATTENDANCE TO SENIOR NONCOMMISSIONED OFFICER ACADEMY (SNCOA):

- A1D.27.1. RECEIVES SELECTION LIST FROM AFPC.

A1D.27.2. FORWARDS TO INDIVIDUAL FOR VOLUNTEER STATEMENT AND SELECTED CLASS PREFERENCES.

A1D.27.3. RECEIVES VOLUNTEER STATEMENT AND FORWARDS TO AFPC.

A1D.27.4. RECEIVES TRAINING ALLOCATION.

A1D.27.5. ESTABLISHES RELOCATION FOLDER.

A1D.27.6. FORWARDS AND SUSPENSES TRAINING ALLOCATION TO UNIT.

A1D.27.7. RECEIVES ALLOCATION FROM UNIT AND UPDATES PDS.

A1D.27.8. CONDUCTS INITIAL INTERVIEW.

A1D.27.9. PREPARES TDY ORDER.

A1D.27.10. COMPLETES OUT-PROCESSING ACTIONS.

A1D.27.11. UPDATES PDS FOR DEPARTURE.

A1D.28. ADMINISTERS THE SELECTION OF PERSONNEL FOR ATTENDANCE TO NONCOMMISSIONED OFFICER ACADEMY (NCOA):

A1D.28.1. RECEIVES PROFESSIONAL MILITARY EDUCATION (PME) QUOTA.

A1D.28.2. REQUESTS AND DISTRIBUTES ELIGIBILITY LIST.

A1D.28.3. INITIATES SELECTION PROCESS.

A1D.28.4. RECEIVES SELECTION LIST.

A1D.28.5. UPDATES PDS WITH SELECTEES.

A1D.28.6. ESTABLISHES RELOCATION FOLDER.

A1D.28.7. FORWARDS ALLOCATION TO UNIT COMMANDER FOR APPROVAL.

A1D.28.8. COMPLETES REQUIRED DOCUMENTATION.

A1D.28.9. PREPARES TDY ORDER.

A1D.28.10. COMPLETES OUT-PROCESSING ACTIONS.

A1D.28.11. UPDATES PDS FOR DEPARTURE.

A1D.29. PREPARES AND PROCESSES APPLICATION FOR SQUADRON OFFICER SCHOOL (SOS):

A1D.29.1. RECEIVES PME QUOTA.

A1D.29.2. REQUESTS AND DISTRIBUTES ELIGIBILITY LIST.

A1D.29.3. INITIATES SELECTION PROCESS.

A1D.29.4. RECEIVES SELECTION LIST.

A1D.29.5. UPDATES PDS WITH SELECTEES.

A1D.29.6. ESTABLISHES RELOCATION FOLDER.

A1D.29.7. FORWARDS ALLOCATION TO UNIT COMMANDER FOR APPROVAL.

A1D.29.8. COMPLETES ALL REQUIRED DOCUMENTATION.

A1D.29.9. PREPARES TDY ORDER.

A1D.29.10. COMPLETES OUT-PROCESSING ACTIONS.

A1D.29.11. UPDATES PDS FOR DEPARTURE.

A1D.30. PROCESSES OFFICER TRAINING SCHOOL (OTS) SELECTION:

A1D.30.1. RECEIVES SELECTION NOTIFICATION.

A1D.30.2. VERIFIES SECURITY CLEARANCE OR DIRECTS MEMBER TO INITIATE CLEARANCE PROCEDURE THROUGH SECURITY MANAGER.

A1D.30.3. NOTIFIES AFPC ON MEMBER'S INTENT.

A1D.31. PROCESSES REQUEST FOR OUT-OF-CYCLE AIR UNIVERSITY AND AIR FORCE INSTITUTE OF TECHNOLOGY COURSES:

A1D.31.1. RECEIVES DD FORM 1556, REQUEST, AUTHORIZATION AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT.

A1D.31.2. VERIFIES ELIGIBILITY.

A1D.31.3. UPDATES PDS.

A1D.31.4. FORWARDS TO MAJCOM.

A1D.32. COUNSELS/PROCESSES APPLICATION FOR UNDERGRADUATE NAVIGATOR/PILOT/ SPACE TRAINING, UNITED STATES AIR FORCE (USAF) TEST PILOT SCHOOL, OR FIGHTER INTERCEPT WEAPONS SCHOOL.

A1D.33. PREPARES AND PROCESSES APPLICATION FOR APPOINTMENT TO THE USAF ACADEMY AND PREPARATORY SCHOOL:

- A1D.33.1. RECEIVES REQUEST FROM INDIVIDUAL FOR APPLICATION.
- A1D.33.2. COUNSELS ON REQUIREMENTS.
- A1D.33.3. RECEIVES APPLICATION PACKAGE.
- A1D.33.4. ESTABLISHES RELOCATION FOLDER.
- A1D.33.5. FORWARDS PACKAGE TO APPROPRIATE AGENCY.
- A1D.33.6. MAINTAINS FILE IN SUSPENSE FOR ONE YEAR.
- A1D.33.7. RECEIVES MESSAGE OF SELECTION.
- A1D.33.8. NOTIFIES UNIT COMMANDER.
- A1D.33.9. FILES IN RELOCATION FOLDER.

A1D.34. ESTABLISHES ASSIGNMENT AVAILABILITY CODE AND ACTIVE DUTY SERVICE COMMITMENT DATE (FOR NON-TRAINING MANAGEMENT SYSTEM (TMS) COURSES):

- A1D.34.1. INITIATES SOURCE DOCUMENT.
- A1D.34.2. UPDATES PDS.

A1D.35. PROCESSES BOOTSTRAP TDY ORDER.

A1D.36. PROCESSES SCHOOL DECLINATION STATEMENT:

- A1D.36.1. PREPARES REQUIRED DOCUMENTATION AND UPDATES PDS.
- A1D.36.2. FORWARDS TO MAJCOM AND FILES COPY IN UPRG.

A1D.37. PROCESSES APPROVED SEPARATION REQUEST:

- A1D.37.1. PREPARES RELOCATION FOLDER/CHECKLIST.
- A1D.37.2. INTERVIEWS MEMBER ON RELOCATION FOLDER CONTENTS.
- A1D.37.3. COMPLETES DOCUMENTATION IN RELOCATION FOLDER.
- A1D.37.4. PROCESSES IN-COUNTRY SEPARATION REQUEST (OVERSEAS).
- A1D.37.5. GIVES MEMBER RELOCATION PROCESSING CHECKLIST.
- A1D.37.6. EXPLAINS PHYSICAL EXAM OPTIONS.
- A1D.37.7. REVIEWS PHYSICAL EXAMS PREFERENCE STATEMENT.
- A1D.37.8. MEMBER SIGNS PHYSICAL EXAMS PREFERENCE STATEMENT.
- A1D.37.9. MEMBER HAND CARRIES FORM TO PHYSICAL EXAMS.
- A1D.37.10. MEMBER RETURNS WITH PHYSICAL EXAMS DATA.
- A1D.37.11. UPDATES PROJECTED DEPARTURE DATE/PHYSICAL EXAMS DATA.
- A1D.37.12. SCHEDULES FOLLOW-UP INTERVIEW.
- A1D.37.13. PROCESSES AND DISTRIBUTES DD FORM 2586, **VERIFICATION OF MILITARY EXPERIENCE AND TRAINING.**
- A1D.37.14. PREPARES, REPRODUCES, DISTRIBUTES, AND FILES SEPARATION ORDERS.
- A1D.37.15. PREPARES, REPRODUCES, DISTRIBUTES, AND FILES PCS ORDERS (OVERSEAS).
- A1D.37.16. PREPARES DD FORM 214, **CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY, WORKSHEET.**
- A1D.37.17. CONDUCTS FOLLOW-UP INTERVIEW.
- A1D.37.18. COLLECTS RESERVE IDENTIFICATION (ID) CARD DATA.
- A1D.37.19. REVIEWS DD FORM 214 WITH MEMBER.
- A1D.37.20. ASSISTS MEMBER WITH PORT CALL REQUEST FORM (OVERSEAS).
- A1D.37.21. UPDATES DJMS.
- A1D.37.22. RECEIVES/UPDATES PORT DEPARTURE DATE (OVERSEAS).
- A1D.37.23. SCHEDULES MEMBER FOR FINAL OUT-PROCESSING.
- A1D.37.24. VALIDATES LEAVE BALANCE.

A1D.37.25. PREPARES/FORWARDS DATA FOR RESERVE CERTIFICATE.
A1D.37.26. PREPARES FINAL DD FORM 214.
A1D.37.27. SCREENS MEMBER'S PERSONNEL RECORDS.
A1D.37.28. RECEIVES/PLACES RESERVE CERTIFICATE IN FOLDER.
A1D.37.29. UPDATES RESERVE ASSIGNMENT DATA.
A1D.37.30. AMENDS SEPARATION ORDERS.
A1D.37.31. CONDUCTS FINAL OUT-PROCESSING INTERVIEW AND BRIEFING.
A1D.37.32. CERTIFIES DD FORM 214 AFTER MEMBER SIGNS.
A1D.37.33. TRAVELS TO RETRIEVE ID CARD.
A1D.37.34. ISSUES RESERVE/RETIRED ID CARD.
A1D.37.35. COLLECTS REMAINDER OF CLEARANCE DOCUMENTATION.
A1D.37.36. PREPARES/HAND CARRIES WORK ORDER FOR CERTIFICATES.
A1D.37.37. PREPARES PRESIDENTIAL LETTER OF APPRECIATION REQUEST.
A1D.37.38. MAILES LETTER OF APPRECIATION FOR SIGNATURE.
A1D.37.39. PICKS UP/COORDINATES CERTIFICATES.
A1D.37.40. RECEIVES/REVIEWS LETTER OF APPRECIATION.
A1D.37.41. PREPARES TRANSMITTAL LETTER.
A1D.37.42. CALLS UNIT TO PICK UP CERTIFICATES/LETTER.
A1D.37.43. MAKES COPIES/DISTRIBUTES SEPARATION DOCUMENTATION.
A1D.37.44. FILES COPY IN RELOCATION FOLDER.
A1D.37.45. DESTROYS RELOCATION FOLDER.

A1D.38. PERFORMS PRELIMINARY INVOLUNTARY SEPARATION ACTION:

A1D.38.1. RECEIVES/REVIEWS CASE FILE.
A1D.38.2. UNIT RETRIEVES MEMBER'S ID CARD.
A1D.38.3. ISSUES TEMPORARY ID CARD APPLICATION.
A1D.38.4. RECEIVES/REVIEWS RECOMMENDATION FROM UNIT COMMANDER.
A1D.38.5. UPDATES PDS.
A1D.38.6. NOTIFIES APPROPRIATE AGENCIES.
A1D.38.7. RECEIVES/REVIEWS MEMBER'S RESPONSE.
A1D.38.8. ENTERS MEMBERS RESPONSE IN CASE FILE.
A1D.38.9. SENDS CASE FILE FOR LEGAL REVIEW.
A1D.38.10. PREPARES REQUEST FOR DISCHARGE BOARD MEMBERS.
A1D.38.11. PREPARES ORDERS FOR BOARD MEMBERS.
A1D.38.12. TRACKS CASE FILE.
A1D.38.13. RECEIVES/REVIEWS BOARD'S RECOMMENDATION.
A1D.38.14. TABS CASE FILE.
A1D.38.15. MAKES COPIES AND FORWARDS FOR FINAL DISPOSITION.
A1D.38.16. RECEIVES/REVIEWS FINAL DISPOSITION.
A1D.38.17. NOTIFIES COMMANDER.
A1D.38.18. PREPARES LETTER TO EXECUTE DISCHARGE.
A1D.38.19. PREPARES LETTER TO BAR MEMBER FROM BASE.
A1D.38.20. PREPARES/FORWARDS AFFIRMATIVE ACTION STATISTICS.
A1D.38.21. SCHEDULES INITIAL SEPARATION INTERVIEW.
A1D.38.22. UPDATES STATUS CODE TO APPROVED; GO TO PROCESS 37.

A1D.39. PERFORMS PRELIMINARY RETIREMENT SEPARATION ACTION (INCLUDES HIGH YEAR OF TENURE (HYT) AND DISABILITY):

A1D.39.1. RECEIVES INQUIRY FROM MEMBER.
A1D.39.2. CALLS UP MEMBER ON TR.
A1D.39.3. RUNS GROUP INQUIRY/RETIRED PAY ESTIMATES.
A1D.39.4. PROVIDES MEMBER COPY OF PAY ESTIMATES.
A1D.39.5. BRIEFS MEMBER ON CURRENT POLICY/ELIGIBILITY REQUIREMENTS.
A1D.39.6. PREPARES RETIREMENT FOLDER.

A1D.39.7. ASSISTS MEMBER IN PREPARING RETIREMENT APPLICATION.
A1D.39.8. MEMBER SIGNS PREAPPLICATION CHECKLIST.
A1D.39.9. MEMBER HAND CARRIES FOR COMMANDER'S RECOMMENDATION.
A1D.39.10. RECEIVES/REVIEWS RECOMMENDATION.
A1D.39.11. INSERTS IN FOLDER.
A1D.39.12. PROVIDES RECORDS SECTION COPY OF APPLICATION.
A1D.39.13. FORWARDS COPY FOR FINAL DECISION.
A1D.39.14. UPDATES PDS.
A1D.39.15. RECEIVES/REVIEWS FINAL DECISION.
A1D.39.16. PHONES TO NOTIFY MEMBER.
A1D.39.17. RECEIVES/PREPARES/DISTRIBUTES RETIREMENT DOCUMENTS.
A1D.39.18. SCHEDULES INITIAL INTERVIEW.
A1D.39.19. UPDATES STATUS CODE TO APPROVED; GO TO PROCESS 37.

A1D.40. PERFORMS PRELIMINARY NORMAL SEPARATION ACTION (INCLUDES HYT AND DISABILITY):

A1D.40.1. CONDUCTS TRANSACTION REPORTING/CONTROL (TRAC) BRIEFING.
A1D.40.2. MEMBER VISITS.
A1D.40.3. CALLS UP MEMBER ON PDS.
A1D.40.4. RUNS GROUP INQUIRY.
A1D.40.5. REVIEWS MEMBER'S ELIGIBILITY CRITERIA.
A1D.40.6. SCHEDULES INITIAL INTERVIEW.
A1D.40.7. UPDATES STATUS CODE TO APPROVED; GO TO PROCESS 37.

A1D.41. PERFORMS PRELIMINARY VOLUNTARY SEPARATION ACTION:

A1D.41.1. PUBLICIZES CURRENT EARLY RELEASE POLICY.
A1D.41.2. RECEIVES PHONE CALL FROM MEMBER.
A1D.41.3. SCHEDULES INTERVIEW.
A1D.41.4. RUNS GROUP INQUIRY.
A1D.41.5. REVIEWS MEMBER'S ELIGIBILITY CRITERIA.
A1D.41.6. BRIEFS MEMBER ON POLICY/ELIGIBILITY REQUIREMENTS.
A1D.41.7. ASSISTS MEMBER IN COMPLETING SEPARATION APPLICATION.
A1D.41.8. PREPARES/ATTACHES TRANSMITTAL LETTER.
A1D.41.9. MEMBER HAND CARRIES FOR COMMANDER'S RECOMMENDATION.
A1D.41.10. UPDATES PDS.
A1D.41.11. MEMBER RETURNS APPLICATION.
A1D.41.12. REVIEWS COMMANDER'S RECOMMENDATION.
A1D.41.13. INSERTS IN SEPARATION FOLDER.
A1D.41.14. FORWARDS FOR FINAL DECISION.
A1D.41.15. RECEIVES/REVIEWS FINAL DECISION.
A1D.41.16. UPDATES STATUS CODE TO "APPROVED."
A1D.41.17. PHONES TO NOTIFY MEMBER.
A1D.41.18. SCHEDULES PALACE CHASE INTERVIEW.
A1D.41.19. PREPARES DOCUMENTS FOR INTERVIEW.
A1D.41.20. MAKES COPIES/FORWARDS DOCUMENTS.
A1D.41.21. SCHEDULES INITIAL INTERVIEW.
A1D.41.22. UPDATES STATUS CODE TO APPROVED; GO TO PROCESS 37.

A1D.42. PROCESSES DISAPPROVED SEPARATION REQUEST:

A1D.42.1. COUNSELS MEMBER ON PROCEDURES TO REAPPLY.
A1D.42.2. FILES COPY OF DISAPPROVED APPLICATION.
A1D.42.3. UPDATES CANCELLATION OF REQUEST.

A1D.43. PROCESSES SUSPENDED DISCHARGE:

A1D.43.1. TYPES PROBATION/REHABILITATION (P/R) LETTERS.

- A1D.43.2. FORWARDS LETTERS TO COMMANDER.
- A1D.43.3. RECEIVES/FILES MEMBER'S RESPONSE TO P/R.
- A1D.43.4. TYPES P/R COVER LETTERS.
- A1D.43.5. TYPES LETTERS TO SUSPEND DISCHARGE.
- A1D.43.6. COORDINATES/SUSPENSES CASE FILE IN MEMBER'S RECORDS.
- A1D.43.7. UPDATES PDS TO SUSPEND DISCHARGE.

A1D.44. PROCESSES AGE/HYT WAIVER REQUEST:

- A1D.44.1. RECEIVES REQUEST.
- A1D.44.2. REVIEWS/PREPARES FOR STAFFING.
- A1D.44.3. SUSPENSES/COORDINATES.
- A1D.44.4. RECEIVES REPLY.
- A1D.44.5. NOTIFIES MEMBER/FILES PACKAGE.

A1D.45. PROCESSES VACATED SUSPENSION:

- A1D.45.1. REVIEWS RECOMMENDATION TO VACATE DISCHARGE.
- A1D.45.2. SENDS TO LEGAL FOR REVIEW.
- A1D.45.3. PREPARES LETTER TO VACATE DISCHARGE.
- A1D.45.4. FORWARDS FOR FINAL DISPOSITION.
- A1D.45.5. RECEIVES/REVIEWS FINAL DISPOSITION.
- A1D.45.6. NOTIFIES COMMANDER.
- A1D.45.7. FILES IN MEMBER'S RECORDS.
- A1D.45.8. UPDATES PDS.

A1D.46. PROCESSES FORMAL TRAINING QUOTA (EXCLUDING PME):

- A1D.46.1. RECEIVES TRAINING ALLOCATION.
- A1D.46.2. IDENTIFIES TRAINING PREREQUISITES.
- A1D.46.3. FORWARDS AND SUSPENSES TRAINING ALLOCATION TO UNIT.
- A1D.46.4. ESTABLISHES RELOCATION FOLDER.
- A1D.46.5. RECEIVES ALLOCATION FROM UNIT AND UPDATES PDS.
- A1D.46.6. CONDUCTS INITIAL INTERVIEW.
- A1D.46.7. PREPARES TDY ORDER.
- A1D.46.8. COMPLETES OUT-PROCESSING ACTIONS.
- A1D.46.9. UPDATES PDS FOR DEPARTURE.

PROCESS ORIENTED DESCRIPTION**PERSONNEL EMPLOYMENT****A1E.1. PROCESSES ENLISTED AFSC DISQUALIFICATION:**

- A1E.1.1. RECEIVES REQUEST FOR DISQUALIFICATION ACTION.
- A1E.1.2. VERIFIES DISQUALIFICATION STANDARDS.
- A1E.1.3. UPDATES PDS.
- A1E.1.4. CONDUCTS RECLASSIFICATION INTERVIEW.
- A1E.1.5. COORDINATES WITH EMPLOYMENT AND READINESS FOR LOCAL VACANCIES.
- A1E.1.6. VERIFIES ELIGIBILITY REQUIREMENTS AGAINST DISQUALIFYING CONDITION.
- A1E.1.7. SCHEDULES REQUIRED INTERVIEWS.
- A1E.1.8. SENDS SUPPLEMENTAL MESSAGE TO MAJCOM.
- A1E.1.9. RECEIVES RESPONSE.
- A1E.1.10. UPDATES PDS.

A1E.2. PROCESSES OFFICER AFSC DISQUALIFICATION:

- A1E.2.1. RECEIVES DOCUMENTATION TO INITIATE DISQUALIFICATION.
- A1E.2.2. SURVEYS OFFICER EXPERIENCE FOR SECONDARY SKILL.
- A1E.2.3. CONDUCTS CLASSIFICATION INTERVIEW.
- A1E.2.4. UPDATES PDS (INITIATES AF FORM 2096 FOR NON-PC-III UNIT).
- A1E.2.5. FILES DOCUMENT, AS APPROPRIATE.

A1E.3. PROCESSES ENLISTED SELECTIVE RETRAINING:

- A1E.3.1. RECEIVES SELECTIVE RETRAINING PACKAGE.
- A1E.3.2. REQUESTS DESIRE.
- A1E.3.3. RECEIVES/FORWARDS/SUSPENSES NOTIFICATION RIP.
- A1E.3.4. PROCESSES RETRAINING PACKAGE.
- A1E.3.5. RESEARCHES HAF FILE FOR AVAILABILITY QUOTA.
- A1E.3.6. VERIFIES ELIGIBILITY REQUIREMENTS.
- A1E.3.7. SCHEDULES REQUIRED INTERVIEWS.
- A1E.3.8. SENDS SUPPLEMENTAL RETRAINING MESSAGE TO MAJCOM.
- A1E.3.9. RECEIVES RESPONSE.
- A1E.3.10. NOTIFIES INDIVIDUAL.
- A1E.3.11. OBTAINS RETAINABILITY ON APPROVAL.
- A1E.3.12. DISTRIBUTES, AS REQUIRED.

A1E.4. PROCESSES ENLISTED VOLUNTARY RETRAINING REQUEST:

- A1E.4.1. RECEIVES REQUEST FROM INDIVIDUAL FOR VOLUNTARY RETRAINING.
- A1E.4.2. RESEARCHES HAF FILE FOR AVAILABILITY QUOTA.
- A1E.4.3. VERIFIES ELIGIBILITY REQUIREMENTS.
- A1E.4.4. SCHEDULES REQUIRED INTERVIEWS.
- A1E.4.5. COMPLETES RETRAINING APPLICATION AND OTHER REQUIRED DOCUMENTATION.
- A1E.4.6. RECHECKS HAF FILE FOR AVAILABLE QUOTA.
- A1E.4.7. COMPLETES PACKAGE PREPARATION WITH INDIVIDUAL.
- A1E.4.8. FORWARDS PACKAGE TO HIGHER HEADQUARTERS.
- A1E.4.9. RECEIVES RESPONSE.
- A1E.4.10. NOTIFIES INDIVIDUAL.
- A1E.4.11. OBTAINS RETAINABILITY ON APPROVAL.
- A1E.4.12. DISTRIBUTES, AS APPROPRIATE.

A1E.5. PROCESSES INTERMEDIATE SERVICE SCHOOL/SENIOR SERVICE SCHOOL BOARD RESULTS.**A1E.6. PROCESSES OFFICER AFSC CLASSIFICATION UPDATE:**

- A1E.6.1. RECEIVES OFFICER CLASSIFICATION ACTION NOTICE (AF FORM 2096 AND OFFICER UPGRADE SUSPENSE RIP FOR NON-PC-III UNIT).
- A1E.6.2. VERIFIES ELIGIBILITY FOR AWARD.
- A1E.6.3. APPROVE/DISAPPROVE CLASSIFICATION ACTION.
- A1E.6.4. UPDATES PDS.

A1E.7. PROCESSES OFFICER SPECIAL EXPERIENCE IDENTIFIER (SEI) CODE:

- A1E.7.1. RECEIVES OFFICER SEI ACTION NOTICE FOR AWARD/WITHDRAWAL (AF FORM 2096 FOR NON-PC-III UNIT).
- A1E.7.2. REVIEWS AND VERIFIES SEI REQUIREMENT.
- A1E.7.3. UPDATES PDS SYSTEM.
- A1E.7.4. FILES IN SUSPENSE FILE.
- A1E.7.5. NOTIFIES UNIT OF APPROVAL/DISAPPROVAL.

A1E.8. PROCESSES OFFICER INDIRECT AFSC CONVERSION:

- A1E.8.1. RECEIVES OFFICER PRECONVERSION INSTRUCTIONS.
- A1E.8.2. REQUESTS PRECONVERSION DESIRE TO IDENTIFY AFFECTED OFFICERS.
- A1E.8.3. REVIEWS AND EVALUATES RECORDS TO ENSURE IDENTIFICATION AND AWARD OF ALL AFSCS.
- A1E.8.4. REQUESTS UPDATE DESIRE.
- A1E.8.5. ANNOTATES EACH CONVERSION RIP, AS APPROPRIATE.
- A1E.8.6. UPDATES PDS.
- A1E.8.7. DISTRIBUTES DOCUMENT, AS APPROPRIATE.

A1E.9. PROCESSES OFFICER DIRECT AFSC CONVERSION:

- A1E.9.1. RECEIVES OFFICER PRECONVERSION INSTRUCTIONS.
- A1E.9.2. REQUESTS UPDATE DESIRE.
- A1E.9.3. ANNOTATES EACH CONVERSION RIP, AS APPROPRIATE.
- A1E.9.4. DISTRIBUTES DOCUMENT, AS APPROPRIATE.

A1E.10. REVIEWS OFFICER AERONAUTICAL ORDER AND AVIATION SERVICE CODE:

- A1E.10.1. RECEIVES AERONAUTICAL ORDER FROM FLIGHT RECORDS FOR TEMPORARY/ PERMANENT DECERTIFICATION.
- A1E.10.2. REVIEWS FOR POSSIBLE RECLASSIFICATION/DOWNGRADE.
- A1E.10.3. TAKES APPROPRIATE ACTION.
- A1E.10.4. UPDATES PDS SYSTEM.
- A1E.10.5. DISTRIBUTES DOCUMENT, AS APPROPRIATE.

A1E.11. PROVIDES INFORMATION:

- A1E.11.1. RECEIVES INQUIRY.
- A1E.11.2. ANSWERS IMMEDIATELY; IF NOT, RESEARCHES AND THEN ANSWERS.

A1E.12. PROCESSES WAIVER OF MANDATORY OFFICER AFSC REQUIREMENTS:

- A1E.12.1. RECEIVES DOCUMENT FROM UNIT COMMANDER REQUESTING WAIVER.
- A1E.12.2. REVIEWS AND MAKES RECOMMENDATION.
- A1E.12.3. FORWARDS TO APPROPRIATE APPROVAL AUTHORITY.

A1E.13. PROCESSES ENLISTED AFSC CLASSIFICATION UPDATE:

- A1E.13.1. RECEIVES ENLISTED CLASSIFICATION ACTION NOTICE (AF FORM 2096 FOR NON-PC-III UNIT).
- A1E.13.2. VERIFIES ELIGIBILITY FOR AWARD.
- A1E.13.3. APPROVES/DISAPPROVES CLASSIFICATION ACTION.
- A1E.13.4. UPDATES PDS.

A1E.14. PROCESSES ENLISTED SEI CODE:

- A1E.14.1. RECEIVES AIRMAN SEI NOTICE FOR AWARD/WITHDRAWAL (AF FORM 2096 FOR NON-PC-III).
- A1E.14.2. REVIEWS AND VALIDATES SEI REQUEST AND UPDATES IN PDS.
- A1E.14.3. DISTRIBUTES DOCUMENT, AS APPROPRIATE.

A1E.15. PROCESSES ENLISTED INDIRECT AFSC CONVERSION:

- A1E.15.1. RECEIVES ENLISTED PRECONVERSION INSTRUCTIONS.
- A1E.15.2. REQUESTS PRECONVERSION DESIRE TO IDENTIFY AFFECTED ENLISTED.
- A1E.15.3. REVIEWS AND EVALUATES RECORDS TO ENSURE IDENTIFICATION AND AWARD OF ALL AFSCS.
- A1E.15.4. REQUESTS UPDATE DESIRE.
- A1E.15.5. ANNOTATES EACH CONVERSION RIP, AS APPROPRIATE.
- A1E.15.6. UPDATES PDS.
- A1E.15.7. DISTRIBUTES DOCUMENT, AS APPROPRIATE.

A1E.16. PROCESSES ENLISTED DIRECT AFSC CONVERSION:

- A1E.16.1. PROCESSES ENLISTED PRECONVERSION INSTRUCTIONS.
- A1E.16.2. REQUESTS UPDATE DESIRE.
- A1E.16.3. ANNOTATES EACH CONVERSION RIP, AS APPROPRIATE.
- A1E.16.4. DISTRIBUTES DOCUMENT, AS APPROPRIATE.

A1E.17. CONDUCTS AIRMAN CLASSIFICATION INTERVIEW IN CONJUNCTION WITH PCS WHEN SELECTED FOR ASSIGNMENT OUT OF CONTROL AIR FORCE SPECIALTY CODE (CAFSC).**A1E.18. UPDATES AFSC DATA IN SUPPORT OF PROMOTION RECONCILIATION NOTICE.****A1E.19. PROCESSES ADDITIONAL AFSC AWARD REQUEST (BY-PASS SPECIALIST):**

- A1E.19.1. COUNSELS MEMBER ON REQUIREMENTS AND PROCEDURES.
- A1E.19.2. SCHEDULES FOR TEST OR INTERVIEW.
- A1E.19.3. FORWARDS AND SUSPENSES MAJCOM.
- A1E.19.4. RECEIVES MAJCOM RESPONSE.
- A1E.19.5. NOTIFIES MEMBER.
- A1E.19.6. UPDATES PDS.

A1E.20. REVIEWS ENLISTED AERONAUTICAL ORDER AND AVIATION SERVICE CODE:

- A1E.20.1. RECEIVES AERONAUTICAL ORDER FROM FLIGHT RECORDS FOR TEMPORARY/ PERMANENT DECERTIFICATION.
- A1E.20.2. REVIEWS FOR POSSIBLE RECLASSIFICATION.
- A1E.20.3. TAKES APPROPRIATE ACTION.
- A1E.20.4. UPDATES PDS SYSTEM.
- A1E.20.5. DISTRIBUTES DOCUMENT, AS APPROPRIATE.

A1E.21. UPDATES ENLISTED PERSONNEL TRANSACTION INDICATOR SEGMENT 5 (PTI SG5).**A1E.22. MANAGES SPECIAL DUTY ASSIGNMENT PAY (SDAP) PROGRAM:**

- A1E.22.1. REVIEWS ANNUAL SDAP PAY REVIEW AND ADJUSTMENT FROM AF/DPP.
- A1E.22.2. REVIEWS/DISTRIBUTES SPECIAL DUTY ASSIGNMENT PAY ROSTER.
- A1E.22.3. RECEIVES SIGNED ROSTER FROM UNIT WITH CHANGES AS NECESSARY FROM ATTACHED AF FORMS 2096.
- A1E.22.4. VALIDATES SDAP REQUIREMENTS.
- A1E.22.5. UPGRADES/REMOVES INDIVIDUAL FROM SPECIAL DUTY PAY.
- A1E.22.6. UPDATES PDS.
- A1E.22.7. DISTRIBUTES, AS APPROPRIATE.

A1E.23. COMPLETES IN-PROCESSING ACTION:

A1E.23.1. SCREENS RECORDS.

A1E.23.2. ANNOTATES INITIAL DUTY ASSIGNMENT WORKSHEET.

A1E.24. PROVIDES PC-III TRAINING TO UNIT.

A1E.25. PERFORMS TR ACTION:

A1E.25.1. RECEIVES AND REVIEWS TR.

A1E.25.2. FOLLOWS UP ON SUSPENSE.

A1E.25.3. CLEARS SUSPENSE.

A1E.26. MONITORS CIVILIAN PERSONNEL POLICIES, PRACTICES, AND PROCEDURES COURSE (4P) REQUIREMENT:

A1E.26.1. RECEIVES INCOMING ASSIGNMENT BRIEF OR LETTER FROM UNIT.

A1E.26.2. UPDATES PDS.

A1E.26.3. REQUESTS ROSTER AND FORWARDS TO CIVILIAN PERSONNEL.

A1E.26.4. FILES IN CIVILIAN MANAGEMENT FILE.

A1E.27. ADMINISTERS FIRST SERGEANT SELECTION BOARD:

A1E.27.1. RECEIVES RETRAINING REQUEST.

A1E.27.2. CONTACTS SENIOR ENLISTED ADVISOR TO SCHEDULE BOARD.

A1E.27.3. RECRUITS BOARD MEMBERS.

A1E.27.4. PREPARES BOARD FOLDERS.

A1E.27.5. NOTIFIES APPLICATION.

A1E.27.6. SERVES AS BOARD RECORDER.

A1E.27.7. INFORMS APPLICANT OF BOARD RESULTS.

A1E.27.8. INITIATES RETRAINING, AS APPROPRIATE.

A1E.28. PROCESSES VOLUNTARY/INVOLUNTARY CAFSC CHANGE:

A1E.28.1. RECEIVES LETTER FROM INDIVIDUAL (COMMANDER SIGNED) FOR CAFSC CHANGE.

A1E.28.2. CONDUCTS MANNING STUDY ON LOSING AND GAINING UNITS.

A1E.28.3. COMPLETES LETTER TO MAJCOM RECOMMENDING APPROVAL.

A1E.28.4. RECEIVES MAJCOM APPROVAL/DISAPPROVAL.

A1E.28.5. NOTIFIES UNIT OF MAJCOM RESPONSE.

A1E.28.6. RECEIVES AF FORM 2096 FROM UNIT FOR ACTION.

A1E.28.7. UPDATES PDS SYSTEM.

A1E.28.8. FORWARDS AF FORM 2096 TO UPRG.

A1E.29. PROCESSES AFSC CONVERSION:

A1E.29.1. RECEIVES PRECONVERSION LISTING.

A1E.29.2. REVIEWS AND IDENTIFIES DIRECT/INDIRECT CONVERSION ACTIONS.

A1E.29.3. RECEIVES AF FORM 2096 FROM CLASSIFICATION AND TRAINING.

A1E.29.4. CONTACTS UNIT FOR CHANGE IN DUTY INFORMATION.

A1E.29.5. UPDATES PDS SYSTEM.

A1E.29.6. FILES IN SUSPENSE FILE.

A1E.30. SERVES AS OPR FOR CAFSC/SEI ACTION:

A1E.30.1. RECEIVES RIP IDENTIFYING SEI POSITION ASSIGNMENT.

A1E.30.2. COMPLETES NECESSARY REVIEW AND ACTION.

A1E.30.3. DISTRIBUTES ORIGINAL TO UPRG AND COPY TO INDIVIDUAL.

A1E.31. PROCESSES CHANGE TO OVERSEAS TOUR STATUS.

A1E.32. OBTAINS ASSIGNMENT:

A1E.32.1. RECEIVES NOTIFICATION FROM SPECIAL ACTIONS FOR INDIVIDUAL ASSIGNMENT.

A1E.32.2. PROVIDES MESSAGE DATA TO AFPC.
A1E.32.3. FILES IN SUSPENSE UNTIL RESPONSE IS RECEIVED.

A1E.33. COORDINATES ON REQUEST FOR RETRAINING:

A1E.33.1. RECEIVES REQUEST FOR RETRAINING FROM CLASSIFICATION AND TRAINING.
A1E.33.2. CONDUCTS LOCAL MANNING STUDY.
A1E.33.3. PROVIDES CLASSIFICATION AND TRAINING WITH LIST OF LOCAL AFSC SHORTAGES.

A1E.34. MONITORS STRENGTH AND PERSONNEL INFORMATION ON INDIVIDUAL MOBILIZATION AUGMENTEE (IMA):

A1E.34.1. REQUESTS ROSTER OR RECEIVES GAIN/LOSS NOTICE FROM MAJCOM.
A1E.34.2. SEPARATES AND DISTRIBUTES AS APPROPRIATE.
A1E.34.3. RECEIVES LETTER FROM UNIT FOR NEEDED CHANGE ACTION.
A1E.34.4. NOTIFIES MAJCOM OF REQUESTED CHANGE.
A1E.34.5. FILES IN IMA ROSTER FILE.
A1E.34.6. CONDUCTS IMA STAFF ASSISTANCE VISIT.

A1E.35. MANAGES OVERSEAS TOUR INFORMATION:

A1E.35.1. ESTABLISHES RETURN DATES AND UPDATES PDS.
A1E.35.2. RESEARCHES AND UPDATES REQUIRED CHANGES TO OVERSEAS TOUR INFORMATION.
A1E.35.3. MANAGES OVERSEAS TOUR ERROR ROSTER.

A1E.36. DECLARES INDIVIDUAL SURPLUS:

A1E.36.1. UNIT IDENTIFIES INDIVIDUAL AS SURPLUS.
A1E.36.2. FILES SURPLUS ACTION WITH MAJCOM.
A1E.36.3. MAINTAINS IN SUSPENSE FILE.
A1E.36.4. RECEIVES MAJCOM RESPONSE/COMPLETED ACTION.

A1E.37. RECOVERS OFFICIAL PASSPORT:

A1E.37.1. IDENTIFIES INDIVIDUAL WITH OFFICIAL PASSPORT.
A1E.37.2. NOTIFIES INDIVIDUAL OF REQUIREMENT TO TURN IN OFFICIAL PASSPORT.
A1E.37.3. RECEIVES OFFICIAL PASSPORT FROM INDIVIDUAL.
A1E.37.4. FORWARDS OFFICIAL PASSPORT TO PERSONNEL RELOCATIONS.

A1E.38. IN-PROCESSES INDIVIDUAL (PCS/PERMANENT CHANGE OF ASSIGNMENT (PCA)):

A1E.38.1. REVIEWS AND DISTRIBUTES UPRG.
A1E.38.2. INTERVIEWS INDIVIDUAL PERSONAL DATA AND OTHER IMPORTANT INFORMATION (PTI201 INFORMATION, I.E., NUMBER OF DEPENDENTS, NUMBER DAYS TDY).
A1E.38.3. ANNOTATES WORKSHEET.
A1E.38.4. UPDATES PDS SYSTEM.
A1E.38.5. REQUESTS FINAL INDIVIDUAL DATA ASSIGNMENT (IDA) FROM PDS.
A1E.38.6. RECEIVES AND VERIFIES FINAL IDA FROM PDS.
A1E.38.7. REVIEWS COMPLETED PACKAGE FOR ACCURACY AND COMPLETENESS.
A1E.38.8. SEPARATES AND DISTRIBUTES PACKAGE, AS APPROPRIATE.
A1E.38.9. FILES IN TRANSITORY FILE FOR 90 DAYS.
A1E.38.10. REVIEWS PACKAGE AFTER 90 DAYS AND DESTROYS, IF NO LONGER NEEDED.
A1E.38.11. IDENTIFIES DISCREPANCY DURING UPRG REVIEW.
A1E.38.12. CONTACTS UNIT AND VERIFIES REQUIREMENT.
A1E.38.13. SENDS MESSAGE TO AFPC/MAJCOM/LOSING UNIT IDENTIFYING DISCREPANCY OR INVALID REQUIREMENT.
A1E.38.14. RECEIVES RESPONSE FROM LOSING MILITARY PERSONNEL FLIGHT.
A1E.38.15. NOTIFIES UNIT OF STATUS/TAKES ACTION, AS NEEDED.
A1E.38.16. FILES RESPONSE IN RELOCATION FOLDER.

A1E.39. IN-PROCESSES INDIVIDUAL (PRIOR SERVICE ACCESSION):

- A1E.39.1. SCHEDULES INDIVIDUAL FOR APPOINTMENT.
- A1E.39.2. COMPLETES STATEMENT OF SERVICE AND COUNSELS ON TRAVEL VOUCHER SUBMISSION REQUIREMENT.
- A1E.39.3. RECEIVES COPY OF TRAVEL VOUCHER FROM INDIVIDUAL.
- A1E.39.4. FORWARDS ACCESSION PACKAGE TO AFPC.
- A1E.39.5. COMPLETES PTIE23, PRIOR SERVICE DATE CORRECTION.
- A1E.39.6. FORWARDS DOCUMENT TO SPECIAL ACTIONS FOR VALIDATION.
- A1E.39.7. UPDATES PDS SYSTEM.
- A1E.39.8. FILES IN RELOCATION FOLDER.

A1E.40. MONITORS DUTY HISTORY:

- A1E.40.1. RECEIVES RIP OR REQUEST FROM INDIVIDUAL.
- A1E.40.2. REQUESTS DUTY HISTORY ROSTER.
- A1E.40.3. FORWARDS ROSTER TO INDIVIDUAL FOR REVIEW/VALIDATION.
- A1E.40.4. VALIDATES ROSTER INFORMATION.
- A1E.40.5. MAKES NEEDED CHANGES/CORRECTIONS.
- A1E.40.6. UPDATES PDS SYSTEM.
- A1E.40.7. FILES ROSTER IN SUSPENSE FILE.

A1E.41. SUPPORTS PERSONNEL RELIABILITY PROGRAM (PRP):

- A1E.41.1. VERIFIES PDS REFLECTS CODE ANNOTATED ON AF FORM 286, **PERSONNEL RELIABILITY PROGRAM (PRP) CERTIFICATE**, AND AF FORM 286A, **NOTIFICATION OF PERSONNEL RELIABILITY PROGRAM PERMANENT DECERTIFICATION ACTION**.
- A1E.41.2. DISTRIBUTES FORM.
- A1E.41.3. COORDINATES ON PRP PERSONNEL ISSUES.

A1E.42. PREPARES AND CALCULATES THE TOTAL AND CRITICAL PERSONNEL PERCENTAGES (FLYING UNITS):

- A1E.42.1. CALCULATES C-LEVEL PERCENTAGE.
- A1E.42.2. PROVIDES C-LEVEL WORKSHEETS TO COMMAND POST.

A1E.43. MAINTAINS MANNING MANAGEMENT ROSTER:

- A1E.43.1. RECEIVES MANNING MANAGEMENT ROSTER.
- A1E.43.2. SEPARATES AND DISTRIBUTES, AS APPROPRIATE.
- A1E.43.3. FILES COPY FOR REFERENCE.

A1E.44. PROCESSES INCOMING ALLOCATION BRIEF:

- A1E.44.1. ESTABLISHES RELOCATION FOLDER.
- A1E.44.2. REVIEWS ALLOCATION BRIEF OR MESSAGE (PTI517).
- A1E.44.3. ACKNOWLEDGES RECEIPT BY PTI231.
- A1E.44.4. RESEARCHES UNIT PERSONNEL MANAGEMENT ROSTER (UPMR).
- A1E.44.5. VERIFIES POSITION FOR ALLOCATION.
- A1E.44.6. SUSPENSES UNIT ACTION (15 DAYS).
- A1E.44.7. UPDATES PROJECTED DATA SYSTEM (JUDGE ADVOCATE).
- A1E.44.8. FILES ALLOCATION RIP AND OTHER SUPPORT INFORMATION IN RELOCATION FOLDER.

A1E.45. AMENDS SPECIAL ORDER:

- A1E.45.1. MEMBER CONTACTS MANNING CONTROL ON STATUS CHANGE OR ERROR ON ORDERS.
- A1E.45.2. RECEIVES COPY OF INVALID ORDER AND VERIFIES INDIVIDUAL PERTINENT DATA.
- A1E.45.3. TYPES ORDER AMENDMENT
- A1E.45.4. PROCESSES AMENDED ORDER THROUGH FINANCE/SPECIAL ORDERS/AND REPROGRAPHICS.
- A1E.45.5. CONTACTS INDIVIDUAL FOR ORDERS PICK UP.
- A1E.45.6. FILES COPY IN RELOCATION FOLDER.

A1E.46. TRACKS INDIVIDUAL (NO-SHOW):

- A1E.46.1. RECEIVES TR OR MANUAL SUSPENSE IDENTIFYING IN-PROCESSING NO-SHOW.
- A1E.46.2. CONTACTS GAINING UNIT AFTER REPORT NO LATER THAN DATE (RNLT).
- A1E.46.3. SCHEDULES INDIVIDUAL FOR IMMEDIATE IN-PROCESSING IF ON STATION.
- A1E.46.4. CONTACTS LOSING UNIT IF INDIVIDUAL CANNOT BE LOCATED.
- A1E.46.5. CONTACTS AFPC TO VERIFY REPORTING DATA/STATUS OF ASSIGNMENT.
- A1E.46.6. RECEIVES LOSING UNIT AND AFPC RESPONSE.
- A1E.46.7. FORWARDS TO READINESS SECTION IF VALID NO-SHOW.
- A1E.46.8. ANNOTATES RELOCATION FOLDER WITH CHANGE IN REPORTING DATA.
- A1E.46.9. NOTIFIES GAINING UNIT OF CHANGE.
- A1E.46.10. FILES IN RELOCATION FOLDER.

A1E.47. MAINTAINS TDY CONTROL ROSTER:

- A1E.47.1. RECEIVES ROSTER.
- A1E.47.2. VALIDATES INDIVIDUAL TDY STATUS.
- A1E.47.3. REQUESTS UNIT LETTER TO JUSTIFY OVERTIME STATUS.
- A1E.47.4. RECEIVES UNIT LETTER OF JUSTIFICATION.
- A1E.47.5. FORWARDS REQUEST FOR WAIVER TO MAJCOM.
- A1E.47.6. RECEIVES MAJCOM RESPONSE.
- A1E.47.7. NOTIFIES UNIT OF MAJCOM RESPONSE.
- A1E.47.8. FILES RESPONSE.
- A1E.47.9. POSTS STATUS ON ROSTER/SUSPENSE FILE/CHART.

A1E.48. PROCESSES MANNING ASSISTANCE REQUEST:

- A1E.48.1. UNIT IDENTIFIES MANNING ASSISTANCE REQUIREMENT.
- A1E.48.2. VALIDATES REQUIREMENT FOR MANNING ASSISTANCE.
- A1E.48.3. CONDUCTS LOCAL MANNING STUDY.
- A1E.48.4. SENDS MESSAGE AND PACKAGE TO MAJCOM.
- A1E.48.5. RECEIVES MAJCOM RESPONSE.
- A1E.48.6. TAKES ACTION, AS NECESSARY.
- A1E.48.7. FILES IN MANNING ASSISTANCE FILE.

A1E.49. PROCESSES INTRABASE ASSIGNMENT (PCA):

- A1E.49.1. RECEIVES PCS ALLOCATION RIP/MESSAGE/AF FORM 2096 REQUEST FOR PCA ACTION.
- A1E.49.2. PROCESSES INCOMING ALLOCATION.
- A1E.49.3. COMPLETES PTI801 FOR INTERCOMMAND PCA OR PTI804 FOR UNPROJECTED LOSS.
- A1E.49.4. COMPLETES OTHER REQUIRED DOCUMENTATION/FORM.
- A1E.49.5. FILES IN RELOCATION FOLDER.

A1E.50. PROCESSES ASSIGNMENT AVAILABILITY CODE:

- A1E.50.1. RECEIVES DOCUMENTATION OR ORDER FOR ASSIGNMENT AVAILABILITY CODE CHANGE.
- A1E.50.2. REACTS, VALIDATES, AND UPDATES PDS, AS APPROPRIATE.
- A1E.50.3. FILES.

A1E.51. PROCESSES ASSIGNMENT LIMITATION CODE:

- A1E.51.1. RECEIVES LETTER FROM UNIT REQUESTING LIMITATION.
- A1E.51.2. VALIDATES REQUIREMENT AND UPDATES PDS SYSTEM.

A1E.52. PROCESSES REQUEST FOR DUTY INFORMATION CHANGE:

- A1E.52.1. RECEIVES DUTY CHANGE DOCUMENTATION FROM UNIT FOR CHANGE.
- A1E.52.2. VALIDATES APPROPRIATENESS OF ACTION.
- A1E.52.3. DISAPPROVES ACTION AND RETURNS REQUEST TO UNIT IF INVALID.
- A1E.52.4. UPDATES PDS SYSTEM FOR VALID CHANGE REQUEST AND FILES.

A1E.53. PROCESSES PROMOTION/DEMOTION CAFSC CHANGE:

- A1E.53.1. RECEIVES TR NOTICE IDENTIFYING PROMOTION/DEMOTION ACTION.
- A1E.53.2. VALIDATES ACTION.
- A1E.53.3. UPDATES PDS SYSTEM.

A1E.54. PROCESSES TDY OUT OF CONTROL AFSC ACTION:

- A1E.54.1. RECEIVES TDY CONTROL ROSTER/AF FORM 2096/LETTER.
- A1E.54.2. ESTABLISHES RELOCATION FOLDER.
- A1E.54.3. VALIDATES ACTION.
- A1E.54.4. UPDATES PDS FOR OVER 130 DAYS OUT OF CAFSC.
- A1E.54.5. SENDS LETTER TO MAJCOM.
- A1E.54.6. SENDS LETTER/MESSAGE TO AFPC FOR OVER 240 DAYS OUT OF CAFSC.
- A1E.54.7. SENDS COPY OF LETTER(S) TO UNIT.
- A1E.54.8. FILES COPY IN RELOCATION FOLDER.
- A1E.54.9. MONITORS CONTROL ACTION ON CHART/ROSTER/MANUAL SUSPENSE.

PROCESS ORIENTED DESCRIPTION**CAREER ENHANCEMENT****A1F.1. PROCESSES MISSING PERFORMANCE REPORT:**

- A1F.1.1. RECEIVES VISIT FROM MEMBER.
- A1F.1.2. PERFORMS RECORD AUDIT.
- A1F.1.3. REVIEWS UPRG.
- A1F.1.4. CONTACTS UNIT/MAJCOM/AFPC.
- A1F.1.5. RESEARCHES PERFORMANCE RATINGS TO ESTABLISH HISTORY.
- A1F.1.6. TYPES SUPPLEMENTAL EVALUATION WORKSHEET.
- A1F.1.7. PROOFS/FORWARDS SUPPLEMENTAL WORKSHEET FOR SIGNATURE.
- A1F.1.8. SIGNS AND DATES SUPPLEMENTAL EVALUATION.
- A1F.1.9. DISTRIBUTES TO APPROPRIATE AGENCY.
- A1F.1.10. UPDATES PDS.
- A1F.1.11. UPDATES HISTORY FOR PRIOR SERVICE MEMBER.
- A1F.1.12. DISTRIBUTES.

A1F.2. PROCESSES ENLISTED PERFORMANCE REPORT (EPR):

- A1F.2.1. RECEIVES/QUALITY CHECKS EPR SHELL NOTICE.
- A1F.2.2. PROCESSES/SUSPENSES/DISTRIBUTES EPR SHELL NOTICE.
- A1F.2.3. RECEIVES AND REVIEWS SIGNED REPORT.
- A1F.2.4. UPDATES REPORT IN PDS.
- A1F.2.5. COORDINATES REFERRAL EPR.
- A1F.2.6. MAKES COPIES AND DISTRIBUTES SENIOR NONCOMMISSIONED OFFICER (SNCO) EPR TO AFPC.
- A1F.2.7. SENDS EPR TO CUSTOMER SERVICE.

A1F.3. PROCESSES OFFICER PERFORMANCE REPORT (OPR):

- A1F.3.1. RECEIVES/QUALITY CHECKS OPR SHELL NOTICE.
- A1F.3.2. PROCESSES/SUSPENSES/DISTRIBUTES OPR SHELL NOTICE.
- A1F.3.3. SUSPENSES OPR/FOLDER TO SENIOR RATER.
- A1F.3.4. RECEIVES AND REVIEWS SIGNED REPORT.
- A1F.3.5. UPDATES REPORT IN PDS.
- A1F.3.6. COORDINATES REFERRAL OPR.
- A1F.3.7. PREPARES TRANSMITTAL LETTER.
- A1F.3.8. MAKES COPIES AND DISTRIBUTES OPR TO MAJCOM/AFPC.
- A1F.3.9. SENDS OPR TO CUSTOMER SERVICE.

A1F.4. MONITORS REQUIREMENT FOR EVALUATION REPORT:

- A1F.4.1. REVIEWS INCOMING AND OUTGOING RECORDS.
- A1F.4.2. SUSPENSES TR.
- A1F.4.3. QUERIES LOSING BASE FOR STATUS OF REPORT.
- A1F.4.4. REVIEWS TR.
- A1F.4.5. RECEIVES/PROCESSES COMPLETED REPORT.
- A1F.4.6. UPDATES PDS.
- A1F.4.7. MONITORS PROJECTED DEPARTURE LISTING.
- A1F.4.8. PROJECTS CHANGE OF REPORTING OFFICIAL.
- A1F.4.9. SENDS RIP TO UNIT.
- A1F.4.10. RECEIVES MESSAGE FOR UPCOMING PROMOTION CYCLE.
- A1F.4.11. PROJECTS MEMBER FOR REPORT.
- A1F.4.12. SENDS RIP TO UNIT.

A1F.5. PROVIDES INFORMATION AND TRAINING:

A1F.5.1. RECEIVES INQUIRY. ANSWERS IMMEDIATELY OR RESEARCHES ANSWER.

A1F.5.2. ANSWERS OR SCHEDULES FOR APPOINTMENT, REFERS TO OTHER AGENCY, OR PROVIDES TRAINING.

A1F.6. PROCESSES CHANGE OF REPORTING OFFICIAL (CRO):

A1F.6.1. RECEIVES NOTIFICATION OF CRO.

A1F.6.2. REVIEWS RECORDS.

A1F.6.3. UPDATES PDS.

A1F.6.4. SUSPENSES/DISTRIBUTES INVALID REPORTING OFFICIAL ROSTER.

A1F.7. PROCESSES TRAINING REPORT:

A1F.7.1. REVIEWS TR.

A1F.7.2. RUNS ETR NOTICE.

A1F.7.3. SUSPENSES/SENDS TO TRAINING FACILITY.

A1F.7.4. RECEIVES/REVIEWS COMPLETED ETR.

A1F.7.5. SENDS ORIGINAL TO MAJCOM.

A1F.7.6. DISTRIBUTES.

A1F.7.7. REVIEWS TR FOR COMPLETED ACTION.

A1F.8. PROCESSES LETTER OF EVALUATION (LOE):

A1F.8.1. RECEIVES REQUEST FOR SHELL FROM RATER.

A1F.8.2. PREPARES/SENDS SHELL TO RATER.

A1F.8.3. RECEIVES/REVIEWS COMPLETED LOE.

A1F.8.4. UPDATES PDS.

A1F.8.5. FILES LOE.

A1F.8.6. CHECKS MANAGEMENT AND SUSPENSE ROSTERS FOR MISMATCH.

A1F.9. PROCESSES APPEAL CASE FILE:

A1F.9.1. RECEIVES VISIT FROM MEMBER.

A1F.9.2. BRIEFS MEMBER ON POLICY.

A1F.9.3. HELPS MEMBER PREPARE APPEAL APPLICATION.

A1F.9.4. TRAVELS TO RECORDS/ATTACHES SUPPORTING DOCUMENTATION.

A1F.9.5. COORDINATES PACKAGE.

A1F.9.6. RECEIVES SIGNED PACKAGE/MAKES COPIES.

A1F.9.7. PREPARES/SENDS NOTIFICATION LETTER TO MEMBER.

A1F.9.8. FORWARDS PACKAGE TO APPEAL BOARD.

A1F.9.9. PREPARES SUPPLEMENTAL FORM FOR GAP PERIOD.

A1F.9.10. DISTRIBUTES SUPPLEMENTAL FORM.

A1F.9.11. FILES APPEAL PACKAGE.

A1F.10. PROVIDES PERFORMANCE REPORT STATISTICAL DATA.**A1F.11. PERFORMS DECORATION ACTIONS FOR NEW PERSONNEL:**

A1F.11.1. RECEIVES INQUIRY FROM INCOMING PERSONNEL.

A1F.11.2. RESEARCHES ANSWER.

A1F.11.3. PERFORMS INQUIRY.

A1F.11.4. PROVIDES ANSWER.

A1F.11.5. RECEIVES NOTIFICATION OF DECORATION/REVIEWS/CORRECTS ELEMENTS.

A1F.11.6. LOGS IN NOTIFICATION AND NOTIFIES UNIT.

A1F.11.7. UPDATES PDS.

A1F.11.8. UPDATES UPRG AF FORM 104, **SERVICE MEDAL AWARD VERIFICATION.**

A1F.11.9. DISTRIBUTES ELEMENTS TO UNIT.

A1F.12. PERFORMS DECORATION ACTIONS FOR PCS/PCA/SEPARATION/RETIREMENT:

- A1F.12.1. RECEIVES AUTOMATED PRODUCTS (FOR NON-PC-III UNIT).
- A1F.12.2. LOGS IN AND SUSPENSES (FOR NON-PC-III UNIT).
- A1F.12.3. DISTRIBUTES PRODUCTS (TO NON-PC-III UNIT).
- A1F.12.4. FOLLOWS UP ON SUSPENSES.
- A1F.12.5. RECEIVES/REVIEWS DECORATION SUBMISSIONS.
- A1F.12.6. RETURNS TO SUBMITTER IF NOT COMPLETE.
- A1F.12.7. PREPARES SUBMISSION FOR REVIEW BY BOARD/APPROVAL AUTHORITY.
- A1F.12.8. DISTRIBUTES.
- A1F.12.9. NOTIFIES UNIT IF DISAPPROVED.
- A1F.12.10. NOTIFIES UNIT/GAINING FLIGHT IF APPROVED.
- A1F.12.11. PREPARES EMBOSSED CITATION/CERTIFICATE, IF APPLICABLE.
- A1F.12.12. PREPARES, REPRODUCES, DISTRIBUTES, AND FILES G-SERIES ORDERS.
- A1F.12.13. PREPARES AND DISTRIBUTES ELEMENTS.

A1F.13. PERFORMS GOOD CONDUCT MEDAL ACTION (FOR NON-PC-III UNIT):

- A1F.13.1. RECEIVES ROSTER.
- A1F.13.2. REVIEWS/SUSPENSES/DISTRIBUTES ROSTER.
- A1F.13.3. RECEIVES DISAPPROVAL DOCUMENT IF NOT APPROVED.
- A1F.13.4. UPDATES PDS WITH NEW DATES BASED ON DISAPPROVAL.
- A1F.13.5. DISTRIBUTES DISAPPROVAL LETTER.

A1F.14. PERFORMS AIR FORCE OUTSTANDING UNIT (AFOU)/AIR FORCE ORGANIZATIONAL EXCELLENCE (AFOE) AWARD ACTION:

- A1F.14.1. NOTIFIES UNITS OF UPCOMING AWARD DEADLINES.
- A1F.14.2. RECEIVES/REVIEWS NOMINATION PACKAGES.
- A1F.14.3. RETURNS TO ORIGINATOR IF NOT COMPLETE,.
- A1F.14.4. PREPARES FOR COORDINATION IF COMPLETE.
- A1F.14.5. DISTRIBUTES FOR COORDINATION/APPROVAL.
- A1F.14.6. RECEIVES REPLY/NOTIFIES UNITS IF APPROVED.
- A1F.14.7. UPDATES PDS.
- A1F.14.8. UPDATES UPRG.

A1F.15. PERFORMS OTHER OFFICIAL AWARD ACTION:

- A1F.15.1. RECEIVES NOTIFICATION.
- A1F.15.2. ADVERTISES AWARDS AND SUSPENSES.
- A1F.15.3. RECEIVES/REVIEWS SUBMISSION.
- A1F.15.4. RETURNS TO ORIGINATOR IF INCOMPLETE.
- A1F.15.5. UPDATES PDS IF COMPLETE.
- A1F.15.6. UPDATES UPRG.

A1F.16. PERFORMS SPECIAL AWARD OR TROPHY ACTION:

- A1F.16.1. RECEIVES ANNOUNCEMENTS.
- A1F.16.2. ADVERTISES AND SUSPENSES.
- A1F.16.3. RECEIVES/REVIEWS SUBMISSION.
- A1F.16.4. RETURNS TO ORIGINATOR IF INCOMPLETE.
- A1F.16.5. PREPARES FOR COORDINATION IF COMPLETE.
- A1F.16.6. DISTRIBUTES SUBMISSION.
- A1F.16.7. FOLLOWS UP ON SUBMISSION.
- A1F.16.8. RECEIVES RESULT/NOTIFIES UNIT.

A1F.17. UPDATES AWARD/DECORATION DISCREPANCY:

- A1F.17.1. RESEARCHES WHEN NOTIFIED OF DISCREPANCY BY MEMBER.
- A1F.17.2. VERIFIES SOURCE DOCUMENTATION.

A1F.17.3. UPDATES COMPUTER AND UPRG.

A1F.18. MAINTAINS STOCK OF ELEMENTS:

A1F.18.1. DETERMINES REQUIREMENTS.

A1F.18.2. REQUISITIONS MATERIALS; FOLLOWS UP ON REQUISITION.

A1F.18.3. RECEIVES/STOCKS MATERIALS.

A1F.19. PROCESSES NCO PROMOTION RELEASE:

A1F.19.1. RETRIEVES/VERIFIES SELECT LIST.

A1F.19.2. NOTIFIES UNITS.

A1F.19.3. RECEIVES/VERIFIES SCORE NOTICES.

A1F.19.4. RUNS VCX (DATA IDENTIFICATION NUMBER) DATA REQUEST.

A1F.19.5. SENDS LIST AND SCORE NOTICES TO UNIT.

A1F.19.6. RECEIVES AND PROCESSES DATA CORRECTIONS.

A1F.19.7. PROCESSES SUPPLEMENTAL ACTIONS.

A1F.19.8. PROCESSES/PUBLICIZES MONTHLY INCREMENT LISTING.

A1F.19.9. PROCESSES STATEMENT OF RETAINABILITY/INTENT.

A1F.19.10. PREPARES/PUBLICIZES/DISTRIBUTES PROMOTION ORDERS.

A1F.19.11. FILES PRODUCTS.

A1F.20. PERFORMS PRE-BOARD OFFICER PROMOTION ACTION:

A1F.20.1. RECEIVES/REVIEWS ANNOUNCEMENT CRITERIA.

A1F.20.2. SCREENS/PRINTS LISTING OF ELIGIBLES.

A1F.20.3. RECEIVES/PROCESSES PROMOTION RECOMMENDATION FILES (PRFs).

A1F.20.4. REQUESTS MISSING PRFs.

A1F.20.5. PREPARES INSTRUCTIONS/COVER LETTER.

A1F.20.6. SUSPENSES/DISTRIBUTES PRF.

A1F.20.7. RECEIVES PRESELECTION BRIEF (PBR).

A1F.20.8. PREPARES COVER LETTER AND FORWARDS PBR.

A1F.20.9. HAND CARRIES PERFORMANCE RECORDS TO SENIOR RATER.

A1F.20.10. UPDATES MASTER ELIGIBILITY LISTING (MEL).

A1F.20.11. FORWARDS PRFs/SIGNED MEL TO MAJCOM.

A1F.20.12. RECEIVES MESSAGE TO RELEASE PRFs.

A1F.20.13. HAND CARRIES PRFs/MEL TO SENIOR RATER.

A1F.20.14. PICKS UP/ FILES SIGNED PRFs/MEL.

A1F.20.15. RECEIVES CASE FILE ON NONQUALIFIEDS.

A1F.20.16. FORWARDS/TRACKS CASE FILE.

A1F.20.17. PROCESSES PROPRIETY ACTION FOR NONRECOMMENDS.

A1F.20.18. NOTIFIES NONRECOMMEND OF COMMAND DECISION BY PHONE.

A1F.21. PERFORMS POST-BOARD OFFICER PROMOTION ACTION:

A1F.21.1. RECEIVES SELECT/NONSELECT LISTING.

A1F.21.2. TYPES/DISTRIBUTES SERIES OF NONSELECT LETTERS.

A1F.21.3. RECEIVES/FILES COMMANDER RECOMMENDATIONS.

A1F.21.4. SENDS COPY TO AFPC AND FILES COPY IN UPRG.

A1F.21.5. REVIEWS STATEMENT OF INTENT.

A1F.21.6. SENDS PROMOTION SEQUENCE NUMBERS TO UNITS.

A1F.21.7. RECEIVES DECLINATION AND FORWARDS COPY TO AFPC.

A1F.21.8. FILES COPY IN MEMBER'S RECORDS.

A1F.22. PERFORMS AIRMAN THROUGH SENIOR AIRMAN PROMOTION ACTION:

A1F.22.1. RECEIVES/REVIEWS INCREMENT MESSAGE.

A1F.22.2. ACQUIRES PRODUCTS.

A1F.22.3. SEPARATES BY UNIT/PROMOTION CATEGORY.

A1F.22.4. VERIFIES SELECTS/WITHHOLDS/SKILL LEVEL WAIVERS.
A1F.22.5. COORDINATES/CORRECTS DATA ERRORS.
A1F.22.6. UPDATES ROSTER/ATTACHES SKILL LEVEL WAIVERS.
A1F.22.7. FORWARDS/SUSPENSES ROSTERS TO UNIT.
A1F.22.8. PROCESSES OVERDUE/BASIC TRAINING GRADE DATA.
A1F.22.9. RECEIVES/QUALITY CHECKS ROSTERS.
A1F.22.10. UPDATES PDS FOR NONRECOMMENDS.
A1F.22.11. PREPARES, REPRODUCES, DISTRIBUTES, AND FILES PROMOTION ORDERS.
A1F.22.12. UPDATES PDS CODE.
A1F.22.13. RECEIVES CHANGE/PREPARES AMENDMENTS TO ORDERS.
A1F.22.14. DISTRIBUTES COPIES.
A1F.22.15. UPDATES PDS CODE FOR NONSELECTED AIRMAN.
A1F.22.16. FILES COMPLETED PRODUCTS.

A1F.23. PERFORMS SENIOR AIRMAN BELOW-THE-ZONE (BTZ) PROMOTION ACTION:

A1F.23.1. RECEIVES QUOTA AND ELIGIBILITY CRITERIA.
A1F.23.2. DETERMINES UNIT/BASE QUOTAS.
A1F.23.3. REVIEWS CUT-DATES/REPORTS DIFFERENCES.
A1F.23.4. SUSPENSES/DISTRIBUTES QUOTAS.
A1F.23.5. FILES QUOTA PACKAGE IN BTZ FOLDER.
A1F.23.6. RECEIVES NOMINEES FROM SMALL UNITS.
A1F.23.7. COORDINATES CENTRAL BOARD MEMBERS.
A1F.23.8. COORDINATES BOARD LOCATION.
A1F.23.9. PREPARES LETTERS FOR NOMINEE/BOARD MEMBER.
A1F.23.10. DISTRIBUTES LETTERS.
A1F.23.11. ATTENDS/RECORDS CENTRAL BASE BOARD.
A1F.23.12. TYPES/COORDINATES MINUTES.
A1F.23.13. NOTIFIES SMALL UNITS OF RESULTS BY PHONE.
A1F.23.14. RECEIVES BTZ SELECTEE NAMES FROM LARGE UNITS.
A1F.23.15. UPDATES PDS TO PROJECT PROMOTIONS.
A1F.23.16. FILES DOCUMENTATION.

A1F.24. PROCESSES NON-WEIGHABLE:

A1F.24.1. RECEIVES MONTHLY NON-WEIGHABLES ROSTER.
A1F.24.2. REVIEWS FOR DATA ERROR.
A1F.24.3. SCHEDULES ELIGIBLE MEMBER FOR TEST.
A1F.24.4. UPDATES ELIGIBILITY IN PDS.
A1F.24.5. COORDINATES WITH OTHER FLIGHT TO CORRECT ERROR.
A1F.24.6. UPDATES PERSONNEL TRANSACTION IDENTIFIER (PTI) CODE.

A1F.25. PROCESSES STRIPES FOR EXCEPTIONAL PERFORMER (STEP):

A1F.25.1. RECEIVES NOTIFICATION FROM AFPC.
A1F.25.2. RECEIVES SELECTION.
A1F.25.3. TYPES/COORDINATES PROMOTION ORDERS.
A1F.25.4. NOTIFIES AFPC/MAJCOM BY MESSAGE.

A1F.26. PREPARES RETENTION/REENLISTMENT REPORT:

A1F.26.1. GATHERS/COMPILES MONTHLY STATISTICS.
A1F.26.2. DRAFTS/PROOFREADS REPORT.
A1F.26.3. PREPARES/COORDINATES FINAL REPORT.
A1F.26.4. PRINTS/SEPARATES REPORT BY UNIT.
A1F.26.5. DISTRIBUTES QUARTERLY REPORT.
A1F.26.6. PROVIDES OUT-OF-SEQUENCE REPORT TO REQUESTER.
A1F.26.7. RESOLVES DIFFERENCES WITH UNIT CAREER ADVISOR.

A1F.27. SUPPORTS REENLISTMENT PROGRAM:

- A1F.27.1. RECEIVES SELECTIVE REENLISTMENT PROGRAM (SRP) ROSTER.
- A1F.27.2. VALIDATES UPDATES TO SRP ROSTER.
- A1F.27.3. SCHEDULES CAREER PLANNING INTERVIEW (CPI).
- A1F.27.4. PREPARES FOR INTERVIEW.
- A1F.27.5. CONDUCTS/DOCUMENTS ONE-ON-ONE CPI.
- A1F.27.6. REVIEWS MEMBER'S REENLISTMENT/SEPARATION INTENT.
- A1F.27.7. INITIATES REQUEST FOR CAREER JOB RESERVATION (CJR)/SELECTIVE REENLISTMENT BONUS (SRB) AUTHORIZATION.
- A1F.27.8. PREPARES FOR INTERVIEW.
- A1F.27.9. SCHEDULES INTERVIEW.
- A1F.27.10. CONDUCTS ONE-ON-ONE SRB/CJR INTERVIEW.
- A1F.27.11. DOCUMENTS MEMBER'S INTENT.
- A1F.27.12. UPDATES PDS.
- A1F.27.13. RECEIVES APPROVAL/SUSPENSE.
- A1F.27.14. SCHEDULES TRAC INTERVIEW.
- A1F.27.15. PROVIDES MEMBER RIP.
- A1F.27.16. PREPARES FOR INTERVIEW.
- A1F.27.17. CONDUCTS MASS TRAC BRIEFING.
- A1F.27.18. SENDS MEMBER TO REENLISTMENTS/SEPARATIONS/BRIEFING.

A1F.28. PROCESSES CJR EXCEPTION TO POLICY REQUEST:

- A1F.28.1. RECEIVES/REVIEWS/RESEARCHES REQUEST.
- A1F.28.2. COORDINATES/DISTRIBUTES.
- A1F.28.3. RECEIVES REPLY/NOTIFIES UNIT/MEMBER.
- A1F.28.4. PROCESSES APPROVAL.

A1F.29. DETERMINES REENLISTMENT ELIGIBILITY:

- A1F.29.1. RECEIVES/REVIEWS NONSELECT FOR REENLISTMENT.
- A1F.29.2. COUNSELS MEMBER ON APPEAL POLICY.
- A1F.29.3. ASSISTS MEMBER IN PREPARING APPEAL APPLICATION.
- A1F.29.4. UPDATES PDS.
- A1F.29.5. COORDINATES APPEAL.
- A1F.29.6. RECEIVES/FORWARDS TO APPEAL AUTHORITY.
- A1F.29.7. RECEIVES DECISION.
- A1F.29.8. UPDATES PDS.
- A1F.29.9. NOTIFIES COMMANDER.
- A1F.29.10. RECEIVES COMMANDER'S COMMENT/DISTRIBUTES PACKAGE.
- A1F.29.11. FILES COPY OF APPEAL PACKAGE.

A1F.30. PROCESSES REENLISTMENT FORM:

- A1F.30.1. RECEIVES NOTIFICATION AND SCHEDULES/NOTIFIES MEMBER OF BRIEFING.
- A1F.30.2. RECEIVES VISIT FROM MEMBER.
- A1F.30.3. PREPARES REENLISTMENT FOLDER.
- A1F.30.4. RUNS GROUP INQUIRY ON PDS.
- A1F.30.5. COMPLETES LEAVE SETTLEMENT OPTION.
- A1F.30.6. UPDATES PDS/DJMS.
- A1F.30.7. TYPES/SUSPENSES REENLISTMENT FORMS.
- A1F.30.8. MEMBER HAND CARRIES FORMS FOR COMMANDER'S SIGNATURE.
- A1F.30.9. FILES REMAINING FORMS IN REENLISTMENT FOLDER.
- A1F.30.10. EXPLAINS REENLISTMENT PROCEDURES TO MEMBER.
- A1F.30.11. RECEIVES/FILES SIGNED REENLISTMENT FORM.
- A1F.30.12. PROVIDES REENLISTMENT FORMS TO MEMBER.

- A1F.30.13. FINALIZES FORMS/GIVES MEMBER COPY.
- A1F.30.14. CHECKS TO ENSURE REENLISTMENT PERFORMED.
- A1F.30.15. PREPARES TRANSMITTAL SHEET.
- A1F.30.16. DISTRIBUTES REENLISTMENT FORMS.

A1F.31. PROCESSES ENLISTMENT EXTENSION:

- A1F.31.1. RECEIVES REQUEST.
- A1F.31.2. RUNS GROUP INQUIRY TO CHECK ELIGIBILITY.
- A1F.31.3. COMPUTES NUMBER OF EXTENSION MONTHS.
- A1F.31.4. SCHEDULES ONE-ON-ONE BRIEFING.
- A1F.31.5. PREPARES REQUEST FOR EXTENSION.
- A1F.31.6. RECEIVES VISIT/BRIEFS MEMBER ON POLICY.
- A1F.31.7. MEMBER HAND CARRIES REQUEST FORM FOR SIGNATURES.
- A1F.31.8. RECEIVES/COMPLETES EXTENSION REQUEST FORM.
- A1F.31.9. PREPARES TRANSMITTAL LETTER/DISTRIBUTES FOR APPROVAL.
- A1F.31.10. RECEIVES SIGNED REQUEST FORM.
- A1F.31.11. UPDATES PDS.
- A1F.31.12. PREPARES TRANSMITTAL LETTER/DISTRIBUTES.
- A1F.31.13. NOTIFIES ACTION OFFICE.
- A1F.31.14. PREPARES TRANSITORY FILE.
- A1F.31.15. COMPLETES LEAVE SETTLEMENT OPTION.
- A1F.31.16. UPDATES DJMS.
- A1F.31.17. FILES DOCUMENTS.

A1F.32. PROCESSES ENLISTMENT EXTENSION CANCELLATION:

- A1F.32.1. RECEIVES REQUEST.
- A1F.32.2. REVIEWS/VALIDATES/COORDINATES/DISTRIBUTES.
- A1F.32.3. RECEIVES REPLY/NOTIFIES MEMBER.

A1F.33. RECOUPS REENLISTMENT BONUS:

- A1F.33.1. IDENTIFIES NEED TO RECOUP.
- A1F.33.2. PREPARES/SUSPENSES LETTER FOR COMMANDER RECOMMENDATION.
- A1F.33.3. UPDATES PDS.
- A1F.33.4. FORWARDS CASE FILE TO APPROVAL AUTHORITY.
- A1F.33.5. RECEIVES DETERMINATION.
- A1F.33.6. NOTIFIES MEMBER/COMMANDER.
- A1F.33.7. FILES IN MEMBER'S RECORDS.

A1F.34. PROCESSES COMMANDER OVERRIDE REQUEST:

- A1F.34.1. RECEIVES CALL FROM UNIT. COUNSELS ON PROCEDURES.
- A1F.34.2. RECEIVES REQUEST FROM UNIT.
- A1F.34.3. PREPARES/STAFFS REQUEST PACKAGE.
- A1F.34.4. NOTIFIES AFPC OF OVERRIDE APPROVAL.
- A1F.34.5. RECEIVES PACKAGE/VERTICAL AUTHORIZATION.
- A1F.34.6. ACKNOWLEDGES CJR APPROVAL/DISAPPROVAL.
- A1F.34.7. UPDATES PDS/ADVISES COMMANDER OF DECISION.
- A1F.34.8. SCHEDULES WAITING LIST INTERVIEW.
- A1F.34.9. BRIEFS MEMBER ON POLICY.
- A1F.34.10. MEMBER ACKNOWLEDGES BY SIGNATURE.
- A1F.34.11. FILES DOCUMENTATION.

A1F.35. DISSEMINATES WRITTEN CAREER PLANNING INFORMATION:

- A1F.35.1. RECEIVES/REVIEWS INFORMATION.
- A1F.35.2. COLLATES AND DISSEMINATES INFORMATION.

A1F.36. PROCESSES DJMS STATUS RECONCILIATION ROSTER:

- A1F.36.1. RECEIVES ROSTER/RESEARCHES ERRORS.
- A1F.36.2. RUNS INQUIRY TO DETERMINE WHERE ERROR EXISTS.
- A1F.36.3. PICKS UP INQUIRY/COMPARES WITH MEMBER'S RECORDS.
- A1F.36.4. DETERMINES CORRECTIVE ACTION.
- A1F.36.5. UPDATES COMPUTER.

A1F.37. PERFORMS TR ACTION:

- A1F.37.1. RECEIVES/REVIEWS TR.
- A1F.37.2. HIGHLIGHTS OVERDUE SUSPENSES.
- A1F.37.3. PERFORMS ACTIONS TO CORRECT PROBLEMS.
- A1F.37.4. CLEARS SUSPENSES.
- A1F.37.5. SENDS MESSAGE TO DENVER ACCOUNTING AND FINANCE OFFICE.

A1F.38. CONDUCTS UNIT CAREER ADVISOR (UCA) TRAINING:

- A1F.38.1. COORDINATES/RESERVES TRAINING LOCATION.
- A1F.38.2. SCHEDULES TRAINING SESSION.
- A1F.38.3. PREPARES BASE BULLETIN ANNOUNCING TRAINING.
- A1F.38.4. INITIATES PHONE CALL TO UCAs.
- A1F.38.5. REVIEWS TRAINING MATERIAL.
- A1F.38.6. PREPARES/DISTRIBUTES TRAINING AGENDA ITEMS.
- A1F.38.7. CONDUCTS TRAINING SESSION.
- A1F.38.8. DOCUMENTS UNIT CONCERNS AND NO-SHOWS.
- A1F.38.9. RESEARCHES/ANSWERS UNIT CONCERNS.
- A1F.38.10. FOLLOWS UP ON NO-SHOWS.
- A1F.38.11. PREPARES/DISTRIBUTES TRAINING REPORT.

A1F.39. PROCESSES UNIT CAREER ADVISOR AWARD:

- A1F.39.1. REVIEWS BACKGROUND INFORMATION.
- A1F.39.2. PREPARES/SENDS LETTER TO UNIT FOR INPUT.
- A1F.39.3. RECEIVES/REVIEWS UNIT INPUT.
- A1F.39.4. DRAFTS/PROOFS/COORDINATES NARRATIVE.
- A1F.39.5. NOTIFIES UNIT COMMANDER AND AWARD WINNER.
- A1F.39.6. PREPARES AWARD AND SETS UP AWARD PRESENTATION.
- A1F.39.7. ATTENDS CEREMONY.

A1F.40. PROCESSES DEMOTION:

- A1F.40.1. RECEIVES DEMOTION RECOMMENDATION LETTER.
- A1F.40.2. DISCUSSES/CHECKS BACKGROUND AND PROCEDURES.
- A1F.40.3. PREPARES STAFF SUMMARY SHEET.
- A1F.40.4. ATTACHES SUPPORTING DOCUMENTATION.
- A1F.40.5. HAND CARRIES TO COORDINATE.
- A1F.40.6. RETURNS/PREPARES HEADQUARTERS ENDORSEMENT.
- A1F.40.7. SENDS/COORDINATES/TRACKS LETTER.
- A1F.40.8. RECEIVES APPROVED PACKAGE.
- A1F.40.9. CUTS DEMOTION ORDERS.
- A1F.40.10. SENDS COPY TO AFPC.
- A1F.40.11. FILES COPY OF ORDER.
- A1F.40.12. EXPLAINS APPEAL POLICY TO MEMBER.
- A1F.40.13. ASSISTS MEMBER IN PREPARING APPEAL.
- A1F.40.14. COORDINATES/FILES APPEAL.

A1F.41. REQUISITIONS WEIGHTED AIRMAN PROMOTION SYSTEM (WAPS) TESTING MATERIAL:

- A1F.41.1. RECEIVES REQUIREMENTS LISTING.
- A1F.41.2. RUNS ELIGIBILITY DESIRE LISTING.
- A1F.41.3. COMPUTES TOTAL PEOPLE IN SPECIALTY.
- A1F.41.4. ANNOTATES NUMBER/TYPE BOOKLETS.
- A1F.41.5. ORDERS BOOKLETS/RECEIVES CONFIRMATION.
- A1F.41.6. RECEIVES/CHECKS/ACKNOWLEDGES RECEIPT OF BOOKLETS.
- A1F.41.7. INVENTORIES/STORES BOOKLETS.

A1F.42. REQUISITIONS SPECIAL ORDER TESTING MATERIAL:

- A1F.42.1. RECEIVES REQUEST FROM MEMBER.
- A1F.42.2. RESEARCHES TEST TYPE.
- A1F.42.3. TYPES REQUISITION LETTER.
- A1F.42.4. ORDERS/RECEIVES BOOKLETS.
- A1F.42.5. SIGNS FOR/INVENTORIES BOOKLETS.
- A1F.42.6. NOTIFIES MEMBER BY PHONE.
- A1F.42.7. MAKES FOLDER/ASSIGNS SEQUENCE NUMBER.
- A1F.42.8. FILES FOLDER.

A1F.43. SCHEDULES PERSONNEL FOR WAPS TESTING:

- A1F.43.1. RECEIVES/REVIEWS FILE BUILD AND N/Ws.
- A1F.43.2. REVIEWS SKILL LEVEL ROSTER.
- A1F.43.3. VERIFIES TDY MEMBER'S ELIGIBILITY.
- A1F.43.4. COMPUTES NUMBER OF PEOPLE/TEST DAYS (INCLUDES TDY PERSONNEL).
- A1F.43.5. ASSIGNS/COORDINATES TEST DATES.
- A1F.43.6. DISTRIBUTES RIPs/TESTING DATA.
- A1F.43.7. RECEIVES RIPs/TYPES TESTING ROSTER.
- A1F.43.8. REVIEWS TESTING ROSTER FOR CHANGES.
- A1F.43.9. MAILES TESTING RIP FOR BASE PERSONNEL ON TDY.
- A1F.43.10. FILES DOCUMENTATION.

A1F.44. RESCHEDULES VALID WAPS TESTING NO-SHOW:

- A1F.44.1. REVIEWS TESTING ROSTER/DOCUMENTS NO-SHOW.
- A1F.44.2. PHONES UNIT COMMANDER/TEST EXAMINER.
- A1F.44.3. RECEIVES RESPONSE.
- A1F.44.4. PREPARES/SENDS OUT NO-SHOW LETTER.
- A1F.44.5. RECEIVES RESPONSE/RESCHEDULES VALID NO-SHOW.
- A1F.44.6. FILES LETTER/UPDATES PDS.
- A1F.44.7. PREPARES/HAND CARRIES WAIVER IF 10 DAYS EXPIRE.
- A1F.44.8. NOTIFIES MEMBER OF NEW TEST DATE.

A1F.45. ADMINISTERS WAPS TEST:

- A1F.45.1. SETS UP TESTING ROOM/PREPARES BOOKLETS.
- A1F.45.2. CHECKS IDENTIFICATION/PROVIDES INSTRUCTION.
- A1F.45.3. ADMINISTERS TEST.
- A1F.45.4. CHECKS/PACKAGES/STORES/MAILES TESTING PRODUCTS.
- A1F.45.5. PROCESSES QUERY TO TEST QUESTION.

A1F.46. PERFORMS IN-PROCESSING ACTION:

- A1F.46.1. REVIEWS/VERIFIES DOCUMENTATION/ANSWERS QUERY.
- A1F.46.2. SENDS MESSAGE TO LOSING FLIGHT IF SOURCE DOCUMENT MISSING.
- A1F.46.3. REFERS MEMBER TO TESTING CONTROL OFFICER (TCO).
- A1F.46.4. FILES DOCUMENTS.

A1F.47. SCHEDULES/ADMINISTERS SPECIAL TEST:

- A1F.47.1. RECEIVES REQUEST.
- A1F.47.2. SCHEDULES TEST TIME/NOTIFIES REQUESTER.
- A1F.47.3. ADMINISTERS TEST.
- A1F.47.4. VERIFIES/PACKAGES/STORES/MAILS ANSWER SHEETS.
- A1F.47.5. SCORES TEST/NOTIFIES REQUESTER.
- A1F.47.6. PROVIDES PROOF OF TESTING/SCORES.
- A1F.47.7. FILES DOCUMENTATION.
- A1F.47.8. DESTROYS ANSWER SHEETS, IF REQUIRED.

A1F.48. INVENTORIES/SECURES TESTING PRODUCTS:

- A1F.48.1. REMOVES TEST FROM SECURE LOCATION.
- A1F.48.2. CHECKS TO ENSURE LISTING IS CORRECT.
- A1F.48.3. REMOVES OUTDATED TESTS.
- A1F.48.4. COORDINATES WITH WITNESS.
- A1F.48.5. DESTROYS OUTDATED TESTS/DISTRIBUTES CERTIFICATE.
- A1F.48.6. ANNOTATES INVENTORY RECORD.
- A1F.48.7. SECURES/STORES TESTING PRODUCTS.

A1F.49. PROCESSES UNFAVORABLE INFORMATION FILE (UIF) ACTION FOR PCS:

- A1F.49.1. RECEIVES PCS RIP/TR NOTICE.
- A1F.49.2. MAKES COPY, PREPARES TRANSMITTAL LETTER, AND DISTRIBUTES.

A1F.50. MAINTAINS UIF/CONTROL ROSTER FOR NON-PC-III UNIT.

A1F.51. PROCESSES SPECIFIED PERIOD OF TIME CONTRACT (SPTC):

- A1F.51.1. RECEIVES REQUEST TO EXTEND DATE OF SEPARATION (DOS).
- A1F.51.2. RUNS INQUIRY FOR ELIGIBILITY.
- A1F.51.3. RECEIVES VISITOR/EXPLAINS POLICY.
- A1F.51.4. PREPARES EXTENSION FORM/GIVES TO MEMBER.
- A1F.51.5. MEMBER HAND CARRIES FOR SIGNATURE.
- A1F.51.6. RECEIVES SIGNED FORM/PREPARES TRANSMITTAL LETTER.
- A1F.51.7. SUSPENSES FORM/SENDS TO APPROVAL AUTHORITY.
- A1F.51.8. UPDATES CONFIRMATION CHANGE IN PDS.
- A1F.51.9. NOTIFIES AFPC.
- A1F.51.10. FILES DOCUMENTATION.

A1F.52. PROVIDES COMMANDER'S ENLISTMENT MANAGEMENT ROSTER (CEMR).

- A1F.52.1. RECEIVES ROSTER FROM PERSONNEL SYSTEMS MANAGEMENT.
- A1F.52.2. DISTRIBUTES ROSTERS TO BASE UNITS.
- A1F.52.3. FILES COPY OF ROSTER.

A1F.53. MANAGES AIR FORCE APPOINTMENT PROGRAM:

- A1F.53.1. RECEIVES LETTER FROM AFPC.
- A1F.53.2. REVIEWS APPOINTMENT CRITERIA.
- A1F.53.3. RUNS LISTING OF PERSONS MEETING CRITERIA.
- A1F.53.4. RECEIVES PRESELECTION BRIEFS (PBs)/WORKSHEETS.
- A1F.53.5. CROSS-REFERENCES FOR MISSED PERSONNEL.
- A1F.53.6. PREPARES COVER LETTER.
- A1F.53.7. DISTRIBUTES PBs TO UNIT COMMANDER.
- A1F.53.8. ASSISTS MEMBER IN CORRECTING RECORDS.
- A1F.53.9. RECEIVES AFPC MESSAGE (BOARD HAS CONVENED).
- A1F.53.10. RECEIVES AFPC MESSAGE (RELEASE DATE WILL FOLLOW).
- A1F.53.11. RECEIVES CONGRATULATIONS RIPs FROM AFPC.
- A1F.53.12. REVIEWS/SUSPENSES/DISTRIBUTES DOCUMENTS.

A1F.53.13. REVIEWS TR NOTICE SUSPENSE FOR LETTERS OF INTENT.
A1F.53.14. RECEIVES/REVIEWS LETTERS OF INTENT/DOCUMENTS.
A1F.53.15. UPDATES PDS.
A1F.53.16. RECEIVES/DISTRIBUTES SENATE CONFIRMATION.
A1F.53.17. UPDATES PDS AFTER OATH OF OFFICE FORM CONFIRMED.
A1F.53.18. SUSPENSES PDS FOR DATE OF SEPARATION CHANGE.
A1F.53.19. SENDS COPY OF FORM TO AFPC.
A1F.53.20. AFPC UPDATES MEMBER'S DOS.
A1F.53.21. CONFIRMS DOS UPDATE.
A1F.53.22. PREPARES CERTIFICATE OF APPOINTMENT.
A1F.53.23. SENDS CERTIFICATE TO UNIT.
A1F.53.24. RECEIVES TERMINATION RIP AFTER 75 DAYS EXPIRE.
A1F.53.25. CALLS TO VERIFY TERMINATION.
A1F.53.26. ADVISES MEMBER TERMINATION FINAL AFTER 90 DAYS.
A1F.53.27. UPDATES PDS TO TERMINATE CANDIDATE AFTER 90 DAYS.

A1F.54. PROCESSES SELECTIVE CONTINUATION:

A1F.54.1. OFFICER NOT SELECTED FOR PROMOTION SECOND TIME.
A1F.54.2. RECEIVES LETTER FROM AFPC.
A1F.54.3. ASSISTS MEMBER IN PREPARING DECLINATION/ACCEPTANCE LETTER.
A1F.54.4. MAKES COPY/SENDS TO AFPC.
A1F.54.5. FILES COPY OF LETTER IN MEMBER'S RECORDS.

A1F.55. PROCESSES CONDITIONAL RESERVE STATUS:

A1F.55.1. RECEIVES VISITOR.
A1F.55.2. EXPLAINS POLICY/REQUIREMENTS.
A1F.55.3. VERIFIES ELIGIBILITY.
A1F.55.4. ASSISTS MEMBER IN PREPARING APPLICATION.
A1F.55.5. CHECKS RECORDS FOR UNFAVORABLE INFORMATION.
A1F.55.6. ANNOTATES FINDINGS IN APPLICATION.
A1F.55.7. SUSPENSES APPLICATION FOR DOS CHANGE.
A1F.55.8. FORWARDS PACKAGE TO COMPETITIVE CATEGORY OPR.
A1F.55.9. RECEIVES APPLICATION/VERIFIES NEW DOS.
A1F.55.10. PROVIDES COPY TO UNIT.

A1F.56. RECONCILES SERVICE DATE DISCREPANCY:

A1F.56.1. OBTAINS/REVIEWS COMPLETED STATEMENT OF SERVICE FORM.
A1F.56.2. RECEIVES VISITOR/DISCUSSES SERVICE DATE.
A1F.56.3. RESEARCHES PROBLEM.
A1F.56.4. FORWARDS SUPPORTING DOCUMENTS TO AFPC.
A1F.56.5. RECEIVES CORRECTIONS/RATIONALE AND NOTIFIES MEMBER.
A1F.56.6. SENDS CORRECTED STATEMENT OF SERVICE FOR FILING.
A1F.56.7. RECEIVES/FORWARDS SERVICE DATE REPORT.
A1F.56.8. RECEIVES NOTICE OF ACCESSION BUILD NECESSARY.
A1F.56.9. REVIEWS RECORDS TO DETERMINE CORRECT DATES.
A1F.56.10. PROVIDES INFORMATION TO MANNING CONTROL.

A1F.57. PROCESSES SPECIAL PAY ACTION:

A1F.57.1. RECEIVES RIP FROM AFPC.
A1F.57.2. ASSISTS MEMBER IN PREPARING APPLICATION.
A1F.57.3. FORWARDS APPLICATION TO APPROPRIATE AGENCY.

A1F.58. PROCESSES CLAIM (INCLUDES DEPENDENT, PATERNITY, ETC.):

A1F.58.1. RECEIVES/REVIEWS CLAIM NOTICE REQUEST.

A1F.58.2. DETERMINES VALIDITY.

A1F.58.3. FORWARDS REQUEST WITH INDORSEMENT TO COMMANDER.

A1F.58.4. FOLLOWS UP ON RESOLUTION.

A1F.59. ADMINISTERS WEIGHT MANAGEMENT PROGRAM:

A1F.59.1. RECEIVES WEIGHT MANAGEMENT STATUS CHANGE.

A1F.59.2. UPDATES PDS STATUS CODE.

A1F.59.3. REVIEWS/ANNOTATES WEIGHT MANAGEMENT ROSTER.

A1F.59.4. DISTRIBUTES ROSTER.

A1F.60. ADMINISTERS SURVEY:

A1F.60.1. OBTAINS/INVENTORIES SURVEY FROM AFPC.

A1F.60.2. DETERMINES/NOTIFIES PARTICIPANTS.

A1F.60.3. PROVIDES GUIDANCE.

A1F.60.4. COLLECTS/FORWARDS COMPLETED SURVEYS.

A1F.61. PROCESSES LINE OF DUTY (LOD) DETERMINATION:

A1F.61.1. RECEIVES FORM FROM HOSPITAL AND SUSPENSES/DISTRIBUTES.

A1F.61.2. RECEIVES/SENDS FOR LEGAL REVIEW.

A1F.61.3. RECEIVES/SENDS TO AFPC.

A1F.61.4. RECEIVES/REVIEWS INFORMAL LOD DETERMINATION.

A1F.61.5. PREPARES REQUEST TO APPOINT INVESTIGATING OFFICER.

A1F.61.6. PREPARES, REPRODUCES, DISTRIBUTES, AND FILES SPECIAL ORDER APPOINTING OFFICER.

A1F.61.7. BRIEFS/PROVIDES DOCUMENTS TO INVESTIGATING OFFICER.

A1F.61.8. TYPES DOCUMENTS FOR INVESTIGATING OFFICER.

A1F.61.9. RECEIVES/DISTRIBUTES COMPLETED CASE FILE.

PROCESS ORIENTED DESCRIPTION

CUSTOMER SERVICE

A1G.1. PROCESSES ACTIVE DUTY ID CARD REQUEST:

- A1G.1.1. RECEIVES REQUEST FOR ID CARD.
- A1G.1.2. REVIEWS SOURCE DOCUMENT AND PULLS/REVIEWS UPRG.
- A1G.1.3. PERFORMS DEERS INQUIRY AND PREPARES DD FORM 1172, **APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION CARD DEERS ENROLLMENT**.
- A1G.1.4. DISTRIBUTES DD FORM 1172.
- A1G.1.5. UPDATES PDS.

A1G.2. PROCESSES FORM (DD FORM 93, RECORD OF EMERGENCY DATA, OR SGLV 8286, SERVICEMAN'S GROUP LIFE INSURANCE ELECTION AND CERTIFICATE):

- A1G.2.1. RECEIVES REQUIREMENT TO PROCESS FORM.
- A1G.2.2. REVIEWS/RESEARCHES/VERIFIES MATERIAL FOR FORM.
- A1G.2.3. EDITS/FILLS OUT/TYPES FORM.
- A1G.2.4. REVIEWS FORM WITH MEMBER/MEMBER SIGNS. DISTRIBUTES FORM.
- A1G.2.5. UPDATES PDS AND DEERS.

A1G.3. MAINTAINS UNIT PERSONNEL RECORD GROUP (UPRG):

- A1G.3.1. RECEIVES NEW UPRG.
- A1G.3.2. FILES UPRG.
- A1G.3.3. MAINTAINS ACCOUNTABILITY/SAFEGUARDS.
- A1G.3.4. FILES NEW/RETURNED INFORMATION IN UPRG.
- A1G.3.5. MAINTAINS UPRG ACCESS LISTS.
- A1G.3.6. CHECKS OUT UPRG TO AUTHORIZED PERSONNEL (NOT MEMBER).
- A1G.3.7. FOLLOWS UP ON UPRG NOT RETURNED WITHIN SUSPENSE.
- A1G.3.8. FILES RETURNED UPRG.

A1G.4. PROCESSES CUSTOMER SERVICE COMMUNICATION:

- A1G.4.1. RECEIVES DRAFT.
- A1G.4.2. INPUTS INTO COMPUTER.
- A1G.4.3. REVIEWS ON SCREEN.
- A1G.4.4. EDITS.
- A1G.4.5. PRINTS FINAL.
- A1G.4.6. COORDINATES FINAL.
- A1G.4.7. COPIES FINAL.
- A1G.4.8. DISTRIBUTES.

A1G.5. PROVIDES CUSTOMER SERVICE INFORMATION:

- A1G.5.1. RECEIVES INQUIRY.
- A1G.5.2. ANSWERS IMMEDIATELY; IF NOT, RESEARCHES.
- A1G.5.3. ANSWERS OR SCHEDULES FOR APPOINTMENT OR TAKES OTHER ACTION.

A1G.6. PERFORMS TR ACTION:

- A1G.6.1. RECEIVES/REVIEWS TR.
- A1G.6.2. HIGHLIGHTS OVERDUE SUSPENSES.
- A1G.6.3. PERFORMS ACTIONS TO CORRECT PROBLEMS.
- A1G.6.4. CLEARS SUSPENSES.

A1G.7. PROCESSES RECURRING/SPECIAL INFORMATION NOTIFICATION:

- A1G.7.1. RECEIVES INFORMATION.
- A1G.7.2. REVIEWS INFORMATION.

- A1G.7.3. COLLATES INFORMATION.
- A1G.7.4. PRODUCES PRODUCT TO DISSEMINATE INFORMATION.
- A1G.7.5. DISTRIBUTES.
- A1G.7.6. PERFORMS DISPOSITION OF DISSEMINATED PRODUCTS.

A1G.8. RETRIEVES ID CARD:

- A1G.8.1. RECEIVES REQUIREMENT FOR ID CARD RETRIEVAL.
- A1G.8.2. PREPARES LETTER.
- A1G.8.3. SUSPENSES.
- A1G.8.4. DISTRIBUTES.
- A1G.8.5. FOLLOWS UP ON SUSPENSE.
- A1G.8.6. RECEIVES ID CARD/DESTROYS.

A1G.9. REFERS/SCHEDULES REFERRAL:

- A1G.9.1. RECEIVES REQUEST FOR ASSISTANCE.
- A1G.9.2. RESEARCHES FOR PROPER OPR.
- A1G.9.3. PROVIDES DIRECTIONS/INFORMATION.
- A1G.9.4. REVIEWS SCHEDULE/ENTERS MEMBER'S INFORMATION ON SCHEDULE.
- A1G.9.5. DISTRIBUTES SCHEDULE.

A1G.10. PERFORMS AF FORM 391, CHIEF MASTER SERGEANT RESUME, OR AF FORM 392 ACTION:

- A1G.10.1. RECEIVES REQUEST FOR ASSISTANCE.
- A1G.10.2. DIRECTS MEMBER TO SELF-SERVICE COUNTER.
- A1G.10.3. ANSWERS MEMBER'S QUESTIONS.
- A1G.10.4. VERIFIES INFORMATION AND FILLS IN CODES.
- A1G.10.5. CONTACTS MEMBER TO RESOLVE QUESTIONS/ERRORS.
- A1G.10.6. UPDATES PDS.
- A1G.10.7. MAKES COPIES.
- A1G.10.8. DISTRIBUTES.

A1G.11. PERFORMS AF FORM 90, OFFICER ASSIGNMENT WORKSHEET, ACTION:

- A1G.11.1. RECEIVES REQUEST FOR ASSISTANCE.
- A1G.11.2. DIRECTS MEMBER TO SELF-SERVICE COUNTER.
- A1G.11.3. ANSWERS MEMBER'S QUESTIONS.
- A1G.11.4. VERIFIES INFORMATION AND FILLS IN CODES.
- A1G.11.5. CONTACTS MEMBER TO RESOLVE QUESTIONS/ERRORS.
- A1G.11.6. UPDATES PDS.
- A1G.11.7. MAKES COPIES.
- A1G.11.8. DISTRIBUTES.

A1G.12. PERFORMS MARRIAGE/DIVORCE PERSONNEL ACTION:

- A1G.12.1. VERIFIES SOURCE DOCUMENTATION.
- A1G.12.2. PERFORMS DEERS INQUIRY.
- A1G.12.3. PULLS UPRG.
- A1G.12.4. UPDATES UPRG, PDS, AND DEERS.
- A1G.12.5. RETURNS UPRG.
- A1G.12.6. PREPARES/UPDATES AF FORM 1048, **MILITARY SPOUSE INFORMATION.**

A1G.13. PROCESSES NAME CHANGE REQUEST:

- A1G.13.1. RECEIVES REQUEST.
- A1G.13.2. REVIEWS REQUEST AND SOURCE DOCUMENT.
- A1G.13.3. UPDATES PDS/DEERS/DD FORM 93/SERVICEMAN'S GROUP LIFE INSURANCE (SGLI).
- A1G.13.4. SUSPENSES APPROVAL ACTION.
- A1G.13.5. FOLLOWS UP ON APPROVAL ACTION.

A1G.13.6. DISTRIBUTES APPROVAL.

A1G.13.7. UPDATES UPRG.

A1G.14. PROCESSES RIP/DESIRE (FOR NON-PC-III UNIT):

A1G.14.1. RECEIVES REQUEST FOR INFORMATION.

A1G.14.2. INPUTS REQUEST/SUSPENSES.

A1G.14.3. RECEIVES AUTOMATED PRODUCT.

A1G.14.4. DISTRIBUTES.

A1G.15. PROCESSES JOINT SPECIALTY OFFICER DESIGNATION:

A1G.15.1. RECEIVES LISTING OF OFFICERS.

A1G.15.2. REVIEWS INFORMATION.

A1G.15.3. PREPARES NOTIFICATION LETTER.

A1G.15.4. DISTRIBUTES.

A1G.16. PERFORMS IN-PROCESSING ACTION:

A1G.16.1. SETS UP IN-PROCESSING APPOINTMENT FOR MEMBER.

A1G.16.2. AT IN-PROCESSING, COLLECTS ADDRESS/DEPENDENT STATUS/ACCOMPANIED STATUS/COLLECTS UPRG/REMOVES EXTRANEIOUS INFORMATION.

A1G.16.3. UPDATES INFORMATION IN UPRG/COMPUTER.

A1G.16.4. DISTRIBUTES UPRG.

A1G.16.5. REACCOMPLISHES UPRG, IF REQUIRED.

A1G.17. PROCESSES REQUEST FOR UPRG INFORMATION:

A1G.17.1. PULLS UPRG.

A1G.17.2. PROVIDES UPRG FOR REVIEW.

A1G.17.3. MAKES COPIES OF REQUESTED INFORMATION.

A1G.17.4. FILES UPRG.

A1G.17.5. DISTRIBUTES INFORMATION.

A1G.18. PREPARES PROMOTION FOLDER:

A1G.18.1. RECEIVES SOURCE DOCUMENT TO PREPARE PROMOTION FOLDER.

A1G.18.2. PULLS UPRG.

A1G.18.3. EXTRACTS INFORMATION.

A1G.18.4. COPIES INFORMATION.

A1G.18.5. FILES IN PROMOTION FOLDER.

A1G.18.6. RETURNS INFORMATION TO UPRG.

A1G.18.7. FILES UPRG.

A1G.18.8. NOTIFIES MEMBER TO REVIEW FOLDER.

A1G.18.9. REVIEWS WITH MEMBER/RESOLVES DISCREPANCIES.

A1G.18.10. DISTRIBUTES FOLDER.

A1G.19. PREPARES PROMOTION RECOMMENDATION FOLDER:

A1G.19.1. PULLS UPRG.

A1G.19.2. EXTRACTS NEEDED DOCUMENTS.

A1G.19.3. MAKES COPIES OF DOCUMENTS.

A1G.19.4. FILES IN FOLDER.

A1G.19.5. DISTRIBUTES FOLDER AND FILES UPRG.

A1G.20. PERFORMS UPRG SCREENING ACTION:

A1G.20.1. REVIEWS NEW UPRGs FOR EXTRANEIOUS MATERIAL/REVIEWS AND DISTRIBUTES RIPs.

A1G.20.2. VERIFIES DD FORM 93, SGLI INFORMATION, EPRs/OPRs, AND PCS ORDERS.

A1G.20.3. REMOVES MATERIAL AND DISTRIBUTES TO MEMBER.

A1G.20.4. PULLS UPRG FOR REENLISTMENT/SEPARATION/RETIREMENT.

A1G.20.5. EXTRACTS INFORMATION.
A1G.20.6. DISTRIBUTES INFORMATION.
A1G.20.7. RECEIVES RETURNED INFORMATION/FILES IN UPRG/UPDATES RIP INFORMATION.
A1G.20.8. FILES UPRG.

A1G.21. COUNSELS MEMBERS ON BOARD OF CORRECTIONS FOR MILITARY RECORDS ACTION:

A1G.21.1. RECEIVES REQUEST FOR ASSISTANCE.
A1G.21.2. GATHERS BACKGROUND INFORMATION.
A1G.21.3. REVIEWS MATERIAL WITH MEMBER/PROVIDES GUIDANCE.

A1G.22. EVALUATES INDIVIDUALIZED NEWCOMER TREATMENT AND ORIENTATION (INTRO) PROGRAM:

A1G.22.1. QUESTIONS NEWCOMERS DURING IN-PROCESSING.
A1G.22.2. ADMINISTERS QUESTIONNAIRES AT INTRO BRIEF.
A1G.22.3. CONDUCTS INTRO MONITOR MEETINGS.
A1G.22.4. CONDUCTS STAFF ASSISTANCE VISITS.

A1G.23. CONDUCTS NEWCOMER'S ORIENTATION:

A1G.23.1. INTERVIEWS NEWCOMER.
A1G.23.2. COLLECTS INFORMATION.
A1G.23.3. SCHEDULES APPOINTMENTS (INTRO AND FOLLOW-ON).
A1G.23.4. COORDINATES BRIEFINGS.

A1G.24. ADMINISTERS SPONSORSHIP PROGRAM (FOR NON-PC-III UNIT):

A1G.24.1. RECEIVES NOTIFICATION OF REASSIGNMENT.
A1G.24.2. SUSPENSES/DISTRIBUTES.
A1G.24.3. FOLLOWS UP ON SUSPENSES.
A1G.24.4. RECEIVES SPONSOR INFORMATION/UPDATES PDS.
A1G.24.5. FOLLOWS UP ON SPONSOR STATUS.
A1G.24.6. IF CHANGE NOTIFIES UNIT, RECEIVES CHANGE INFORMATION, UPDATES PDS.
A1G.24.7. OBTAINS SPONSOR FOR PERSONNEL WITHIN 30 DAYS OF PCS AND NO SPONSOR DESIGNATED.

A1G.25. PROVIDES PC-III USER TRAINING:

A1G.25.1. IDENTIFIES NEED FOR TRAINING.
A1G.25.2. RESEARCHES TRAINING REQUIREMENTS/RESOURCES.
A1G.25.3. DEVELOPS MATERIAL FOR TRAINING.
A1G.25.4. PERFORMS TRAINING.

A1G.26. PERFORMS OFFICER/ENLISTED ASSIGNMENT LISTING ACTION:

A1G.26.1. ACCESSES BULLETIN BOARD.
A1G.26.2. DOWNLOADS FILES.
A1G.26.3. PRINTS/DISTRIBUTES PRODUCTS.

A1G.27. PROCESSES DEPENDENT DENTAL PLAN ACTION:

A1G.27.1. RECEIVES REQUEST FOR ASSISTANCE.
A1G.27.2. PERFORMS DEERS INQUIRY/VERIFIES INFORMATION/REVIEWS LEAVE AND EARNINGS STATEMENT (LES).
A1G.27.3. PREPARES AND DISTRIBUTES DD FORM 2494, **TRICARE - ACTIVE DUTY FAMILY MEMBER DENTAL PLAN (FMDP) ENROLLMENT ELECTION**.
A1G.27.4. RECEIVES/CORRECTS ERROR RESOLUTION.
A1G.27.5. PROVIDES PAMPHLET.
A1G.27.6. UPDATES PDS.

A1G.28. PERFORMS OFFICIAL PHOTOGRAPH ACTION:

A1G.28.1. RECEIVES REQUEST/LOGS-IN (FOR NON-PC-III UNIT).
A1G.28.2. PROCESSES REQUEST FOR RIP (FOR NON-PC-III UNIT).
A1G.28.3. RECEIVES RIP/NOTIFIES MEMBER OR DISTRIBUTES.
A1G.28.4. RECEIVES PHOTOGRAPH.
A1G.28.5. UPDATES PHOTOGRAPH DATE IN PDS.
A1G.28.6. FILES PHOTOGRAPH IN UPRG.
A1G.28.7. DISTRIBUTES PHOTOGRAPH.

A1G.29. PROCESSES ASCAS PRODUCT:

A1G.29.1. RECEIVES ASCAS.
A1G.29.2. BREAKS DOWN/DISTRIBUTES ROSTER.
A1G.29.3. RECEIVES REQUEST FOR INVESTIGATION TRACER.
A1G.29.4. INPUTS REQUEST INTO PDS.

A1G.30. PROCESSES MEDICAL/DENTAL PRODUCT:

A1G.30.1. RECEIVES PRODUCT.
A1G.30.2. BREAKS DOWN/DISTRIBUTES PRODUCT.

A1G.31. DISSEMINATES INTRO INFORMATION:

A1G.31.1. RECEIVES/COLLECTS INFORMATION.
A1G.31.2. COLLATES/COPIES MATERIAL.
A1G.31.3. DISSEMINATES MATERIAL.
A1G.31.4. PERFORMS DISPOSITION OF MATERIAL.

A1G.32. ADMINISTERS ACTIVE DUTY CASUALTY SERVICES PROGRAM:

A1G.32.1. RECEIVES NOTIFICATION OF DEATH/CONFIRMS.
A1G.32.2. NOTIFIES AFPC VIA TELEPHONE.
A1G.32.3. PREPARES DEATH REPORT (MESSAGE/FORM).
A1G.32.4. FOLLOWS UP ON DEATH REPORT WITH UPDATES OF DETAILS.
A1G.32.5. NOTIFIES NEXT OF KIN (SETS UP NOTIFICATION TEAM, TRAINS TEAM, PREPARES LETTER, PROVIDES/COORDINATES TRANSPORTATION).
A1G.32.6. CONTACTS NEXT OF KIN TO SET UP ASSISTANCE VISIT.
A1G.32.7. COLLECTS BACKGROUND INFORMATION FOR VISIT.
A1G.32.8. MEETS WITH NEXT OF KIN (INCLUDES TRAVEL TIME).
A1G.32.9. FOLLOWS UP ON RECEIPT OF BENEFITS/RESOLVES PROBLEMS.
A1G.32.10. CONFIRMS ALL BENEFITS RECEIVED.
A1G.32.11. PREPARES AF FORM 58, **CASUALTY ASSISTANCE SUMMARY**.
A1G.32.12. DISTRIBUTES AF FORM 58.
A1G.32.13. PROVIDES DOCUMENTATION TO APPROPRIATE AGENCIES.

A1G.33. ADMINISTERS INVITATIONAL TRAVEL ORDER PROGRAM:

A1G.33.1. RECEIVES REQUEST FOR VISIT.
A1G.33.2. PREPARES MESSAGE/SENDS TO AFPC.
A1G.33.3. ASSISTS FAMILY MEMBER.

A1G.34. PROVIDES FORMAL POLICY DECISION:

A1G.34.1. RECEIVES REQUEST FOR CLARIFICATION OF POLICY.
A1G.34.2. RESEARCHES ISSUE.
A1G.34.3. COORDINATES PROPOSAL.
A1G.34.4. DISSEMINATES POLICY INFORMATION.

A1G.35. ADMINISTERS DRESS AND APPEARANCE PROGRAM:

A1G.35.1. REVIEWS AND COORDINATES SUGGESTIONS.
A1G.35.2. COORDINATES AND RESEARCHES NEW/REVISED UNIT PATCHES.

A1G.35.3. COORDINATES/REVIEWS/EDITS BASE SUPPLEMENT.

A1G.36. ADMINISTERS FUND RAISING AND SAVINGS BOND PROGRAMS:

A1G.36.1. MAINTAINS SCHEDULE.

A1G.36.2. PUBLICIZES PROGRAMS.

A1G.36.3. BRIEFS AND/OR TRAINS PROJECT OFFICERS.

A1G.36.4. DISTRIBUTES MATERIALS.

A1G.37. PERFORMS CUSTOMER SERVICE SEPARATION ACTION.

A1G.38. ADMINISTERS VOTING PROGRAM:

A1G.38.1. MAINTAINS STOCK OF VOTING INFORMATION MATERIAL.

A1G.38.2. TRAINS VOTING ASSISTANCE OFFICERS.

A1G.38.3. MAINTAINS ROSTER OF VOTING ASSISTANCE OFFICERS.

A1G.39. REVIEWS/CERTIFIES/DISTRIBUTES PERMISSIVE TDY REQUEST.

A1G.40. ADMINISTERS MEMORIALIZATION PROGRAM:

A1G.40.1. RECEIVES REQUEST.

A1G.40.2. COORDINATES WITH HISTORIAN.

A1G.40.3. REPLIES TO REQUEST.

A1G.41. ADMINISTERS COMMERCIAL SOLICITATION PROGRAM.

A1G.42. PERFORMS NATURALIZATION/CITIZENSHIP ACTION:

A1G.42.1. RECEIVES REQUEST FOR ASSISTANCE.

A1G.42.2. PROVIDES GUIDANCE ON PROCEDURES.

A1G.42.3. PROVIDES FORMS.

A1G.42.4. RECEIVES/REVIEWS PROOF OF STATUS CHANGE.

A1G.42.5. UPDATES PDS AND UPRG.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Military Personnel Flight/16B1 ★AFSCs 3S090, 3S0X2,			482.10 - 1446.30								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Personnel Superintendent	3S090	SMS				1	1	1	1		
Personnel Sys Mgt Craftsman	3S072	MSG	1	1	1				1		
Personnel Sys Mgt Craftsman	3S072	TSG				1	1	1	1		
Personnel Sys Mgt Journeyman	3S052	SSG	1	1	2	1	2	3	3		
★Personnel Sys Mgt Journeyman	3S052	SRA	1	2	2	3	3	3	3		
TOTAL			3	4	5	6	7	8	9		
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Military Personnel Flight/16B1 ★AFSCs 036XX, 3S0X0, 3S0X1, 3A0XX			3053.30 - 13820.20								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
*Personnel	036P3	CPT	1	1	1	1	1	1	1	1	1
Personnel	036P3	LT	1	1	1	1	1	1	1	1	1
Personnel Manager	3S000	CMS									
Personnel Superintendent	3S090	SMS	1	1	1	1	1	1	1	1	1
Personnel Craftsman	3S071	MSG	4	4	4	4	4	4	4	4	4
Personnel Craftsman	3S071	TSG	2	2	2	2	2	2	2	2	2
Personnel Journeyman	3S051	SSG	5	5	5	5	5	5	5	5	6
Personnel Journeyman	3S051	SRA	2	3	3	3	4	5	5	5	5
Personnel Apprentice	3S031	A1C	2	2	3	4	4	4	5	6	6
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA									
TOTAL			19	20	21	22	23	24	25	26	27
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
*Personnel	036P3	CPT	1	1	1	1	1	1	1	1	1
Personnel	036P3	LT	1	1	1	1	1	1	1	1	1
★Personnel Manager	3S000	CMS			1	1	1	1	1	1	1
★Personnel Superintendent	3S090	SMS	1	1							
Personnel Craftsman	3S071	MSG	4	4	4	4	4	4	4	4	4
Personnel Craftsman	3S071	TSG	2	2	2	2	2	2	2	2	2
Personnel Journeyman	3S051	SSG	7	7	7	7	8	9	9	9	10
Personnel Journeyman	3S051	SRA	5	5	5	5	5	5	5	6	6
Personnel Apprentice	3S031	A1C	6	7	8	9	9	9	10	10	10
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA									
* Required grade is MAJ (AFSC 036P3) instead of CPT (AFSC 036P3) at Hickam, Keesler, Lackland, Langley, Peterson, Ramstein, Randolph, Scott, Sheppard, USAF Academy, Wright-Patterson, and the Pentagon.											
TOTAL			28	29	30	31	32	33	34	35	36

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Military Personnel Flight/16B1 AFSCs 036XX, 3S0X0, 3S0X1, 3A0XX			3053.30 - 13820.20								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
*Personnel	036P3	CPT	1	1	1	1	1	1	1	1	1
Personnel	036P3	LT	1	1	1	1	1	1	1	1	1
Personnel Manager	3S000	CMS	1	1	1	1	1	1	1	1	1
Personnel Superintendent	3S090	SMS				1	1	1	1	1	1
Personnel Craftsman	3S071	MSG	4	4	4	4	4	4	4	4	4
Personnel Craftsman	3S071	TSG	2	2	3	3	3	3	3	3	3
Personnel Journeyman	3S051	SSG	10	10	10	10	10	10	10	10	10
Personnel Journeyman	3S051	SRA	6	6	6	6	7	8	8	9	10
Personnel Apprentice	3S031	A1C	10	11	11	11	11	11	12	12	12
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	1	1	1	1	1	1	1	1	1
TOTAL			37	38	39	40	41	42	43	44	45
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
*Personnel	036P3	CPT	1	1	1	1	1	1	1	1	1
Personnel	036P3	LT	1	1	1	1	1	1	1	1	1
Personnel Manager	3S000	CMS	1	1	1	1	1	1	1	1	1
Personnel Superintendent	3S090	SMS	1	1	1	1	1	1	1	1	1
Personnel Craftsman	3S071	MSG	4	4	4	4	4	4	4	4	4
Personnel Craftsman	3S071	TSG	3	4	4	4	4	5	5	5	5
Personnel Journeyman	3S051	SSG	11	11	11	11	12	12	12	12	12
Personnel Journeyman	3S051	SRA	9	9	10	10	10	10	11	11	12
Personnel Apprentice	3S031	A1C	13	13	13	14	14	14	14	15	15
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	1	1	1	1	1	1	1	1	1
* Required grade is MAJ (AFSC 036P3) instead of CPT (AFSC 036P3) at Hickam, Keesler, Lackland, Langley, Peterson, Ramstein, Randolph, Scott, Sheppard, USAF Academy, Wright-Patterson, and the Pentagon.											
TOTAL			46	47	48	49	50	51	52	53	54

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Military Personnel Flight/16B1 AFSCs 036XX, 3S0X0, 3S0X1, 3A0XX			3053.30 - 13820.20								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
*Personnel	036P3	CPT	1	1	1	1	1	1	1	1	1
Personnel	036P3	LT	1	1	1	1	1	1	1	1	1
Personnel Manager	3S000	CMS	1	1	1	1	1	1	1	1	1
Personnel Superintendent	3S090	SMS	1	1	1	1	1	1	1	1	1
Personnel Craftsman	3S071	MSG	4	4	4	4	4	4	4	4	4
Personnel Craftsman	3S071	TSG	5	5	5	5	5	5	5	5	5
Personnel Journeyman	3S051	SSG	14	14	14	14	14	15	15	15	15
Personnel Journeyman	3S051	SRA	11	12	12	13	14	13	14	14	15
Personnel Apprentice	3S031	A1C	15	15	16	16	16	17	17	18	18
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	1	1	1	1	1	1	1	1	1
TOTAL			55	56	57	58	59	60	61	62	63
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Personnel	036P3	MAJ				1	1	1	1	1	1
Personnel	036P3	CPT	*1	*1	*1	1	1	1	1	1	1
Personnel	036P3	LT	1	1	1						
Personnel Manager	3S000	CMS	1	1	1	1	1	1	1	1	1
Personnel Superintendent	3S090	SMS	1	1	1	1	1	1	1	1	1
Personnel Craftsman	3S071	MSG	4	4	4	4	4	4	4	4	4
Personnel Craftsman	3S071	TSG	5	5	5	5	5	5	6	6	6
Personnel Journeyman	3S051	SSG	16	16	16	17	17	17	17	17	18
Personnel Journeyman	3S051	SRA	15	16	16	16	17	18	18	18	18
Personnel Apprentice	3S031	A1C	18	18	19	19	19	19	19	20	20
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	1	1	1	1	1	1	1	1	1
* Required grade is MAJ (AFSC 036P3) instead of CPT (AFSC 036P3) at Hickam, Keesler, Lackland, Langley, Peterson, Ramstein, Randolph, Scott, Sheppard, USAF Academy, Wright-Patterson, and the Pentagon.											
TOTAL			64	65	66	67	68	69	70	71	72

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Military Personnel Flight/16B1 AFSCs 036XX, 3S0X0, 3S0X1, 3A0XX			3053.30 - 13820.20								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Personnel	036P3	MAJ	1	1	1	1	1	1	1	1	1
Personnel	036P3	CPT	1	1	1	1	1	1	1	1	1
Personnel	036P3	LT									
Personnel Manager	3S000	CMS	1	1	1	1	1	1	1	1	1
Personnel Superintendent	3S090	SMS	1	1	1	1	1	1	1	2	3
Personnel Craftsman	3S071	MSG	4	4	4	4	4	4	4	4	4
Personnel Craftsman	3S071	TSG	6	6	6	6	6	6	6	6	6
Personnel Journeyman	3S051	SSG	18	18	18	18	19	19	19	19	19
Personnel Journeyman	3S051	SRA	19	20	20	20	20	21	21	21	21
Personnel Apprentice	3S031	A1C	20	20	21	21	21	21	22	22	22
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Journeyman	3A051	SRA	1	1	1	2	2	2	2	2	2
TOTAL			73	74	75	76	77	78	79	80	81
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Personnel	036P3	MAJ	1	1	1	1	1				
Personnel	036P3	CPT	1	1	1	1	1				
Personnel	036P3	LT									
Personnel Manager	3S000	CMS	1	1	1	1	1				
Personnel Superintendent	3S090	SMS	3	3	3	3	3				
Personnel Craftsman	3S071	MSG	4	4	4	4	4				
Personnel Craftsman	3S071	TSG	6	6	6	6	6				
Personnel Journeyman	3S051	SSG	20	21	21	21	21				
Personnel Journeyman	3S051	SRA	21	21	21	21	21				
Personnel Apprentice	3S031	A1C	22	22	23	24	25				
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1				
Information Mgt Journeyman	3A051	SRA	2	2	2	2	2				
TOTAL			82	83	84	85	86				

VARIANCES

MILITARY PERSONNEL FLIGHT

A3.1. Title. Positive Mission Variance. Student Population Serviced.

A3.1.1. Applicability/Definition. This variance applies to all active duty Military Personnel Flights (MPFs) providing support to technical training, pilot/navigator training, medical, professional military education, and Air Force Institute of Technology (AFIT) students. Review the following paragraphs to determine specific applicability.

A3.1.2. Application Instructions:

A3.1.2.1. Active Duty Students in PCS Status. This paragraph applies to active duty MPFs that service active duty Air Force students who are in PCS status and not included in file part A of the Unit Manpower Document. This population also excludes Air Education and Training Command (AETC) technical training and basic military training students, all students at Maxwell AFB, and preparatory school students at the USAF Academy. Add the active duty Air Force average daily student population serviced, previously defined, to the authorized military population used in the core manpower standard application instructions. Since no standard source of count exists for this population, use specially designed queries of the personnel and manpower data systems. Contact the applicable MPF and Manpower Office for assistance. A positive variance for servicing nontechnical training students in TDY status was evaluated but not developed, because additional workload generated by this population was included in the core. The core workload data did not differentiate customer duty status. As a result, the workload data reported was actually higher than normal for only assigned personnel. However, unique workload can be generated by TDY students, and for these situations, a single location variance, developed by the servicing Manpower Office, may be appropriate. Variance requests should include major processes and associated man-hours derived from process frequencies and per accomplishment times.

A3.1.2.2. Goodfellow, Keesler, Lackland, Sheppard, and Vandenberg:

$$Y = 160.7 + 1.071X$$

Y = Monthly Man-hours

X = Average Daily Technical Training Student Load

A3.1.2.2.1. Determine the average daily technical training student load to be serviced by the MPF. Obtain the applicable student population from AETC/XPM.

A3.1.2.2.2. Apply the population to the equation above. The resulting total will quantify required monthly man-hours.

A3.1.2.2.3. Divide the monthly man-hour total by the applicable man-hour availability and overload factors. The answer will quantify required fractional manpower. Round the fractional manpower using the current rounding rules to determine required manpower.

A3.1.2.2.4. Apply the resulting required manpower total to the manpower table at the end of this variance to determine required AFSCs and grades.

A3.1.2.3. Goodfellow, Keesler, Lackland, Sheppard, and Vandenberg. Add 25 percent of the average daily technical training student load to the authorized military population used in the equation in paragraph 3.3.1 of the core manpower standard. Obtain the applicable average daily student load from AETC/XPM.

A3.1.2.4. Wright-Patterson (AFIT). Y = 2 manpower requirements to process AFIT student assignment actions.

AFSC	TITLE	GRD	REQ
3S071	Personnel Craftsman	TSG	1
3S051	Personnel Journeyman	SRA	1

A3.1.2.5. Maxwell. Y = 835.64 monthly man-hours. Add 835.64 monthly man-hours, for servicing the student population, to the total monthly man-hours calculated in paragraph 4.5 of the core manpower standard application instructions.

A3.1.2.6. **USAF Academy.** Y = 40.00 monthly man-hours. Add 40.00 monthly man-hours, for servicing the preparatory school student population, to the total monthly man-hours calculated in paragraph 4.5 of the core manpower standard application instructions.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Military Personnel Flight/16B1 (Technical Training)			803.50 - 5624.50								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Personnel Superintendent	3S090	SMS									
Personnel Craftsman	3S071	MSG						1	1	1	1
Personnel Craftsman	3S071	TSG	1	1	1	1	1				
Personnel Journeyman	3S051	SSG					1	2	2	2	2
Personnel Journeyman	3S051	SRA	2	2	2	3	3	3	4	4	4
Personnel Apprentice	3S031	A1C	2	3	4	4	4	4	4	4	5
Information Mgt Journeyman	3A051	SSG								1	1
TOTAL			5	6	7	8	9	10	11	12	13
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Personnel Superintendent	3S090	SMS								1	1
Personnel Craftsman	3S071	MSG	1	1	1	1	1	1	1		
Personnel Craftsman	3S071	TSG						2	2	2	2
Personnel Journeyman	3S051	SSG	3	3	3	3	3	2	2	2	2
Personnel Journeyman	3S051	SRA	4	4	5	6	6	8	9	9	10
Personnel Apprentice	3S031	A1C	5	6	6	6	7	5	5	6	6
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
TOTAL			14	15	16	17	18	19	20	21	22

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Military Personnel Flight/16B1 (Technical Training)			803.50 - 5624.50								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Personnel Superintendent	3S090	SMS	1	1	1	1	1	1	1	1	1
Personnel Craftsman	3S071	MSG							1	2	2
Personnel Craftsman	3S071	TSG	2	2	2	2	2	3	3	3	3
Personnel Journeyman	3S051	SSG	2	3	3	3	4	4	4	4	4
Personnel Journeyman	3S051	SRA	11	11	11	12	12	12	12	12	12
Personnel Apprentice	3S031	A1C	6	6	7	7	7	7	7	7	8
Information Mgt Journeyman	3A051	SSG	1	1	1	1	1	1	1	1	1
TOTAL			23	24	25	26	27	28	29	30	31
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Personnel Superintendent	3S090	SMS	1	1	1	1					
Personnel Craftsman	3S071	MSG	2	2	2	2					
Personnel Craftsman	3S071	TSG	3	3	3	3					
Personnel Journeyman	3S051	SSG	2	3	3	4					
Personnel Journeyman	3S051	SRA	14	14	14	14					
Personnel Apprentice	3S031	A1C	9	9	10	10					
Information Mgt Journeyman	3A051	SSG	1	1	1	1					
TOTAL			32	33	34	35					

A3.2. Title. Positive Mission Variance. Officer and Enlisted Performance Reports.

A3.2.1. Applicability/Definition. This variance applies to all active duty Military Personnel Flights (MPFs) servicing an authorized officer population that is 20 percent or more of the total authorized military population serviced.

A3.2.2. Application Instructions. Apply the following man-hour equation, and then add the resulting monthly man-hour total to the monthly man-hour total calculated in paragraph 4.5 of the core manpower standard application instructions. Obtain the authorized officer, enlisted, and total military populations serviced from the Base Manpower Data System (BMDS), File Part A--excluding contract man-year equivalents. Select only records with manpower type (MNT) code X??X? and CBPO code (CBP) for the host base.

$$Y = 0.08497X1 + 0.05262X2 - 0.05666X3$$

Y = Monthly Man-Hours

X1 = Authorized Officer Population Serviced

X2 = Authorized Enlisted Population Serviced

X3 = Total Authorized Military Population Serviced

A3.3. Title. Positive Mission Variance. On-the-Job Training Element.

A3.3.1. Applicability/Definition. This variance applies to all active duty Military Personnel Flights (MPFs).

A3.3.2. Application Instructions. Determine authorized E1 through E6 enlisted population serviced. Apply this total to the table below to determine manpower requirements. Obtain the authorized E1 through E6 population serviced from the Base Manpower Data System (BMDS), File Part A--excluding contract man-year equivalents. Select only records with manpower type (MNT) code X??X? and the CBPO code (CBP) for the host base.

E1 THRU E6 POPULATION SERVICED	AFSC	TITLE	GRD	REQ
200 - 1899	3S271	Educ Tng Craftsman	TSG	1
1900 - 3499	3S271	Educ Tng Craftsman	MSG	1
	3S231	Educ Tng Journeyman	SSG	1
(No five-skill level)			TOTAL	2
3500 - 5599	3S271	Educ Tng Craftsman	MSG	1
	3S231	Educ Tng Journeyman	SSG	2
(No five skill level)			TOTAL	3
5600 - 9000	3S291	Educ Tng Supt	SMS	1
	3S271	Educ Tng Craftsman	TSG	1
	3S231	Educ Tng Journeyman	SSG	2
(No five skill level)			TOTAL	4

A3.3.3. Process Summary:**A3.3.3.1. PREPARES FOR TRAINING PROGRAM ASSISTANCE VISIT:**

A3.3.3.1.1. SCHEDULES ASSISTANCE VISIT.

A3.3.3.1.2. MAKES PREVISIT PREPARATIONS.

A3.3.3.2. PERFORMS TRAINING PROGRAM ASSISTANCE VISIT:

A3.3.3.2.1. INTERVIEWS SUBJECT MATTER SPECIALIST.

A3.3.3.2.2. IDENTIFIES DAY-TO-DAY WORK REQUIREMENT.

A3.3.3.2.3. RESEARCHES APPLICABLE DIRECTIVE.

A3.3.3.2.4. REVIEWS MISSION STATEMENT.

A3.3.3.2.5. DEVELOPS QUESTIONNAIRE TO ASSESS REQUIREMENT.

A3.3.3.2.6. REVIEWS PAST PRODUCTION RECORD.

A3.3.3.2.7. REVIEWS APPLICABLE TRAINING STANDARD.

A3.3.3.2.8. IDENTIFIES SPECIAL WORK REQUIREMENT.

A3.3.3.2.9. REVIEWS MANDATORY AFSC REQUIREMENT.

A3.3.3.3. ASSESSES FINDINGS:

A3.3.3.3.1. DEFINES PROBLEM.

A3.3.3.3.2. DETERMINES CAUSE OF PROBLEM.

A3.3.3.3.3. DEVELOPS SOLUTION AND RECOMMENDATION.

A3.3.3.4. MONITORS TRAINING CAPABILITY:

A3.3.3.4.1. IDENTIFIES RECURRING TRAINING REQUIREMENT.

A3.3.3.4.2. REVIEWS UNIT MANNING DOCUMENT (UMD)/UNIT PERSONNEL MANAGEMENT ROSTER (UPMR).

A3.3.3.4.3. REVIEWS STAFF ASSISTANCE/INSPECTION REPORT.

A3.3.3.5. DEFINES WORK CENTER/INDIVIDUAL TRAINING REQUIREMENT:

A3.3.3.5.1. REVIEWS TRAINING STANDARD TO SUPPORT THE MISSION.

A3.3.3.5.2. REVIEWS SPECIALTY TRAINING STANDARD (STS)/JOB QUALIFICATION STANDARD (JQS) TO IDENTIFY TRAINING NEED.

A3.3.3.5.3. REVIEWS INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) WARTIME JOB DESCRIPTION.

A3.3.3.5.4. REVIEWS PERSONNEL GAIN/LOSS.

A3.3.3.5.5. IDENTIFIES NEED FOR JOB ROTATION.

A3.3.3.6. IDENTIFIES TRAINING CAPACITY:

A3.3.3.6.1. ASSISTS SUPERVISOR IN SELECTING TRAINER.

A3.3.3.6.2. SCHEDULES TRAINING TIME.

A3.3.3.7. DEVELOPS TRAINING OBJECTIVE AND MEASUREMENT DEVICES:

A3.3.3.7.1. IDENTIFIES REQUIREMENT.

A3.3.3.7.2. DETERMINES HOW OBJECTIVE WILL BE MET (KNOWLEDGE TEST OR PERFORMANCE TEST).

A3.3.3.7.3. DEVELOPS MEASUREMENT DEVICE (WRITTEN/ORAL EXAMINATION OR PERFORMANCE CHECKLIST/TEST).

A3.3.3.8. DETERMINES WORK CENTER TRAINING METHOD:

A3.3.3.8.1. PRIORITIZES TRAINING.

A3.3.3.8.2. PLANS CONCURRENT KNOWLEDGE TRAINING.

A3.3.3.8.3. SELECTS TRAINING METHOD (LECTURE, COACH/PUPIL, DEMONSTRATION/ PERFORMANCE, COMPUTER ASSISTED, QUALIFICATION TRAINING PACKAGE).

A3.3.3.8.4. DEVELOPS LESSON PLAN.

A3.3.3.8.5. DEVELOPS TASK BREAKDOWN.

A3.3.3.8.6. DETERMINES EQUIPMENT NEED.

A3.3.3.8.7. DEVELOPS TEACHING AID.

A3.3.3.8.8. SCHEDULES TRAINING.

A3.3.3.8.9. DETERMINES WHETHER TRAINING MATERIAL MEETS NEED AND REVISES PLAN/ MATERIAL, AS NEEDED.

A3.3.3.9. DEVELOPS INSTRUCTION:

A3.3.3.9.1. DEVELOPS WORKBOOK.

A3.3.3.9.2. DEVELOPS HANDOUT.

A3.3.3.10. CONDUCTS TRAINING.

- A3.3.3.11. EVALUATES WORK CENTER TRAINING:
 - A3.3.3.11.1. CONDUCTS TASK EVALUATION.
 - A3.3.3.11.2. REVIEWS WORK CENTER TRAINING PROGRAM.
- A3.3.3.12. OUTBRIEFS OFFICIAL:
 - A3.3.3.12.1. ADVISES UNIT ON WAY TO IMPROVE TRAINING PROGRAM AND ELIMINATE PROBLEM.
 - A3.3.3.12.2. ELEVATES UNRESOLVED ISSUE TO APPROPRIATE PERSONNEL.
- A3.3.3.13. PREPARES AND FORWARDS SUMMARY OF FINDINGS.
- A3.3.3.14. ASSISTS UNIT WITH CORRECTIVE ACTION.
- A3.3.3.15. DETERMINES NEED FOR TRAINING ASSISTANCE FROM OUTSIDE AGENCIES.
- A3.3.3.16. ADVISES INSPECTION AND EVALUATION AGENCY OF EFFECTIVE TRAINING EVALUATION METHOD.
- A3.3.3.17. IDENTIFIES AND DETERMINES APPLICABILITY OF TRAINING SOURCE.
- A3.3.3.18. CONDUCTS EXTERNAL ANALYSIS OF TRAINING PROGRAM:
 - A3.3.3.18.1. ANALYZES TRAINING DATA FOR TREND.
 - A3.3.3.18.2. ADVISES APPROPRIATE PERSONNEL OF PROGRAM STATUS.
 - A3.3.3.18.3. RECOMMENDS IMPROVEMENT/CORRECTIVE ACTION.
- A3.3.3.19. MANAGES ANNUAL MAJCOM FUNCTIONAL AREA (3S2XX) COURSE SCREENING:
 - A3.3.3.19.1. REQUESTS QUOTA/BACKLOG FROM UNIT.
 - A3.3.3.19.2. CONSOLIDATES REQUIREMENT AND FORWARDS TO MAJCOM.
- A3.3.3.20. BRIEFS TRAINING MANAGER ON RESPONSIBILITY TO IDENTIFY TRAINING NEED, SCHEDULE TRAINING, CONDUCT TRAINING, DOCUMENT TRAINING, AND INFORM SUPERVISOR ON TRAINING PROGRESS.
- A3.3.3.21. MANAGES MANDATORY CAREER DEVELOPMENT COURSE (CDC) EXAMINATION TEST CONTROL OFFICE:
 - A3.3.3.21.1. MAINTAINS TEST CONTROL LOG.
 - A3.3.3.21.2. RECEIVES, LOGS, AND SECURES CDC EXAMINATION.
 - A3.3.3.21.3. SCHEDULES COURSE EXAMINATION.
 - A3.3.3.21.4. CHECKS TEST FACILITY FOR PROPER ENVIRONMENT.
 - A3.3.3.21.5. ADMINISTERS COURSE EXAMINATION.
 - A3.3.3.21.6. PROCESSES ANSWER SHEET.
 - A3.3.3.21.7. RECEIVES TEST RESULT.
 - A3.3.3.21.8. DESTROYS TESTING MATERIAL.
 - A3.3.3.21.9. FORWARDS TEST RESULT.
 - A3.3.3.21.10. CONDUCTS TEST INVENTORY.
 - A3.3.3.21.11. FORWARDS CDC EXAMINATION TO GAINING TEST OFFICIAL.
 - A3.3.3.21.12. REQUESTS CDC EXTENSION.
- A3.3.3.22. MANAGES THE ENLISTED SPECIALTY TRAINING (EST) PROGRAM:
 - A3.3.3.22.1. COORDINATES TRAINING SUPPORT ACROSS THE BASE AND WITH HIGHER HEADQUARTERS.
 - A3.3.3.22.2. COORDINATES QUALIFIED TRAINER AND EVALUATOR REQUIREMENT BETWEEN UNITS.
 - A3.3.3.22.3. ASSISTS IN RESOLVING PROBLEM ASSOCIATED WITH EST.
 - A3.3.3.22.4. FORWARDS UNRESOLVED ISSUE TO INSTALLATION COMMANDER OR MAJCOM TRAINING MANAGER.
 - A3.3.3.22.5. DEVELOPS AND COORDINATES EST POLICY AND PROGRAM CHANGE WITH THE INSTALLATION COMMANDER, SUPPORTED UNIT, AND MAJCOM TRAINING MANAGER
 - A3.3.3.22.6. ASSISTS UNIT IN ESTABLISHING EFFECTIVE EST PROGRAM.
 - A3.3.3.22.7. PROVIDES FEEDBACK TO MAJCOM TRAINING MANAGER.
- A3.3.3.23. MANAGES BASE ANCILLARY TRAINING PROGRAM:
 - A3.3.3.23.1. PROVIDES GUIDANCE AND ASSISTANCE TO BASE-LEVEL TRAINING AGENCY IN DEVELOPING ANCILLARY TRAINING PROGRAM.
 - A3.3.3.23.2. REVIEWS UNIT ANCILLARY TRAINING PROCEDURE.
- A3.3.3.24. MANAGES THE TRAINING FEEDBACK SYSTEM:
 - A3.3.3.24.1. PROVIDES INFORMATION AND GUIDANCE FOR AF FORM 1284, **TRAINING QUALITY REPORT**.
 - A3.3.3.24.2. REVIEWS AND DISTRIBUTES TRAINING QUALITY REPORT.
 - A3.3.3.24.3. PROCESSES GRADUATE EVALUATION QUESTIONNAIRE.

- A3.3.3.25. REVIEWS TRAINING PUBLICATION AND SUPPLEMENT:
 - A3.3.3.25.1. PROVIDES RECOMMENDATION TO APPROPRIATE TRAINING MANAGER FOR USAF/ MAJCOM PUBLICATION.
 - A3.3.3.25.2. COORDINATES ON BASE-LEVEL PUBLICATION AND SUPPLEMENT.
- A3.3.3.26. MAINTAINS TRAINING INFORMATION PUBLICATIONS LIBRARY AND IDENTIFIES REQUIREMENT.
- A3.3.3.27. MANAGES THE BASE COMPUTER BASED INSTRUCTION (CBI):
 - A3.3.3.27.1. MANAGES THE MULTIMEDIA TRAINING PROGRAM.
 - A3.3.3.27.2. OBTAINS MULTIMEDIA COURSE MATERIAL AND EQUIPMENT.
 - A3.3.3.27.3. ENSURES SERVICEABILITY OF TRAINING AID/EQUIPMENT.
 - A3.3.3.27.4. INFORMS UNIT OF AVAILABLE PROGRAMS.
- A3.3.3.28. CONDUCTS TRAINING MEETING:
 - A3.3.3.28.1. SCHEDULES MEETING.
 - A3.3.3.28.2. PREPARES/DISTRIBUTES AGENDA.
 - A3.3.3.28.3. CONDUCTS MEETING.
 - A3.3.3.28.4. PREPARES/DISTRIBUTES MINUTES.
 - A3.3.3.28.5. MAINTAINS MINUTES ON FILE.
- A3.3.3.29. CONDUCTS TRAINING OF UNIT TRAINING MANAGER:
 - A3.3.3.29.1. PREPARES LESSON PLAN/MEDIA.
 - A3.3.3.29.2. CONDUCTS TRAINING.
 - A3.3.3.29.3. DOCUMENTS TRAINING RECORD.
- A3.3.3.30. OPERATES AUTOMATED TRAINING SYSTEMS REMOTE DEVICE:
 - A3.3.3.30.1. OPENS REMOTE DEVICE.
 - A3.3.3.30.2. CODES DATA (COMPLETES AF FORM 1530, **PUNCH CARD TRANSCRIPT**).
 - A3.3.3.30.3. INPUTS/LOADS DATA.
 - A3.3.3.30.4. INQUIRES/EXTRACTS ON-LINE DATA.
 - A3.3.3.30.5. VERIFIES ON-LINE DATA.
 - A3.3.3.30.6. SECURES REMOTE DEVICE.
 - A3.3.3.30.7. OPERATES REMOTE PRINTER DEVICE.
- A3.3.3.31. MAINTAINS COMPUTER DATA:
 - A3.3.3.31.1. PREPARES OFF-LINE DATA REQUEST.
 - A3.3.3.31.2. VERIFIES TRANSACTION REGISTER (TR) DATA.
 - A3.3.3.31.3. VERIFIES AUTODIN OUTPUT LOG DATA.
 - A3.3.3.31.4. SUBMITS PROPOSED CHANGE TO TRAINING SUBSYSTEM OFFICE OF PRIMARY RESPONSIBILITY (OPR).
- A3.3.3.32. MANAGES AUTOMATED TRAINING PRODUCT (EST ROSTER):
 - A3.3.3.32.1. REVIEWS/INTERPRETS PRODUCT.
 - A3.3.3.32.2. SEPARATES AND DISTRIBUTES PRODUCT.
 - A3.3.3.32.3. SUSPENSES PRODUCT.
 - A3.3.3.32.4. IDENTIFIES ERROR.
 - A3.3.3.32.5. ANNOTATES/UPDATES CORRECTION.
- A3.3.3.33. REQUESTS AUTOMATED BACKGROUND PRODUCT.
- A3.3.3.34. PROCESSES DOCUMENT THAT AFFECTS UPGRADING OF ENLISTED AFSC OR UPGRADE TRAINING (UGT) STATUS (AF FORM 2096):
 - A3.3.3.34.1. VERIFIES UPGRADE ELIGIBILITY.
 - A3.3.3.34.2. REVIEWS DOCUMENT FOR ACCURACY AND COMPLETENESS.
 - A3.3.3.34.3. MONITORS UNSATISFACTORY PROGRESS IN UPGRADE TRAINING.
 - A3.3.3.34.4. ANNOTATES ON-THE-JOB (OJT)/QUALIFICATION ROSTER.
 - A3.3.3.34.5. UPDATES DOCUMENT WITH ANY REVISED/CHANGED DATA.
 - A3.3.3.34.6. RECEIVES AND REVIEWS IMA UPGRADE REQUEST.
 - A3.3.3.34.7. FORWARDS IMA UPGRADE REQUEST TO HQ AIR RESERVE PERSONNEL CENTER (ARPC).
- A3.3.3.35. EVALUATES TRAINING-RELATED CLASSIFICATION ACTION (TRAINING STATUS CODES/ WITHDRAWALS/DISQUALIFIES):
 - A3.3.3.35.1. ASSESSES ADEQUACY OF TRAINING.

- A3.3.3.35.2. RECOMMENDS APPROPRIATE ACTION.
- A3.3.3.35.3. ENSURES ENTRY INTO CORRECT TRAINING STATUS CODE.
- A3.3.3.36. MANAGES ENLISTED UPGRADE TRAINING PROCESS:
 - A3.3.3.36.1. INTERVIEWS ALL INCOMING PERSONNEL.
 - A3.3.3.36.2. REVIEWS PERSONNEL RECORD AND DETERMINES TRAINING STATUS.
 - A3.3.3.36.3. ENTERS DATA ON SOURCE DOCUMENT WORKSHEET.
 - A3.3.3.36.4. CONDUCTS INITIAL TRAINING ORIENTATION.
- A3.3.3.37. ANALYZES LACK OF TRAINING CAPABILITY/CAPACITY:
 - A3.3.3.37.1. RESEARCHES AND VALIDATES PROBLEM.
 - A3.3.3.37.2. RECOMMENDS ALTERNATE TRAINING METHOD/RESOURCE.
 - A3.3.3.37.3. RESEARCHES UNIT/BASE CAPABILITY/CAPACITY.
 - A3.3.3.37.4. PREPARES LETTER OUTLINING PROBLEM AND FORWARDS LETTER.
 - A3.3.3.37.5. DISCUSSES AND COORDINATES PROBLEM WITH PARENT MAJCOM OF INDIVIDUAL INVOLVED.
- A3.3.3.38. MANAGES THE MANDATORY CDC PROGRAM:
 - A3.3.3.38.1. CONTACTS EXTENSION COURSE INSTITUTE (ECI) CONCERNING CDC ENROLLMENT PROBLEM.
 - A3.3.3.38.2. PROVIDES GUIDANCE/ASSISTANCE ON CDC PROCEDURE/PROBLEM.
 - A3.3.3.38.3. PROCESSES CDC WAIVER.
 - A3.3.3.38.4. SCHEDULES TRAINEE FOR COURSE EXAMINATION.
 - A3.3.3.38.5. PROCESSES COURSE EXAMINATION FAILURE.
 - A3.3.3.38.6. ASSISTS UNIT COMMANDER IN DETERMINING CAUSE OF COURSE EXAMINATION FAILURES.
- A3.3.3.39. COORDINATES TRAINING FOR WARTIME TASKS:
 - A3.3.3.39.1. DETERMINES QUALIFICATION REQUIREMENT WITH CONTINGENCY OFFICE OF PRIMARY RESPONSIBILITY (OPR) (DISASTER PREPAREDNESS, PERSONNEL SUPPORT FOR CONTINGENCY OPERATIONS (PERSCO), PRIME BASE EMERGENCY ENGINEERING FORCE (PRIME BEEF), PRIME READINESS IN BASE SUPPORT (RIBS), AND MAST).
 - A3.3.3.39.2. ASSISTS OPR TO INCORPORATE WARTIME TASK TRAINING INTO BASE AND UNIT EXERCISES.
- A3.3.3.40. CONDUCTS 3S2X1 RETRAINING INTERVIEW:
 - A3.3.3.40.1. REVIEWS APPLICATION.
 - A3.3.3.40.2. INTERVIEWS PROSPECT.
 - A3.3.3.40.3. PREPARES WRITTEN COMMENT AND FORWARDS TO APPROPRIATE AGENCY.
- A3.3.3.41. MANAGES WEIGHTED AIRMAN PROMOTION SYSTEM (WAPS) STUDY REFERENCE MATERIAL PROGRAM:
 - A3.3.3.41.1. PREPARES FOR WAPS MEETING.
 - A3.3.3.41.2. CONDUCTS WAPS MEETING WITH UNIT WAPS MONITOR PRIOR TO ORDERING CYCLE.
 - A3.3.3.41.3. DISTRIBUTES/SUSPENSES UNIT ORDER PACKAGE.
 - A3.3.3.41.4. RECEIVES ORDER PACKAGE FROM UNIT AND FORWARDS BASE-LEVEL ORDER TO ECI.
 - A3.3.3.41.5. FORWARDS REQUEST FOR OLD MATERIAL TO MAJCOM/FIELD OPERATING AGENCY (FOA).
 - A3.3.3.41.6. COORDINATES WITH MAJCOM/FOA ON WAPS MATERIAL ISSUE.
 - A3.3.3.41.7. RECEIVES, SEPARATES, AND DISTRIBUTES ECI MATERIAL TO UNIT.
 - A3.3.3.41.8. TRAINS UNIT WAPS MONITOR.
- A3.3.3.42. MANAGES USAF OUTSTANDING CDC GRADUATE PROGRAM:
 - A3.3.3.42.1. REQUESTS UNIT NOMINATION.
 - A3.3.3.42.2. ESTABLISHES NOMINATION REVIEW BOARD.
 - A3.3.3.42.3. SERVES AS BOARD RECORDER.
 - A3.3.3.42.4. REQUESTS AWARD ITEM.
 - A3.3.3.42.5. PUBLICIZES AWARD.
 - A3.3.3.42.6. FORWARDS BASE NOMINATION TO APPROPRIATE MAJCOM.
 - A3.3.3.42.7. PRESENTS AWARD.
- A3.3.3.43. CONDUCTS AND SUSPENSES OCCUPATIONAL ANALYSIS:
 - A3.3.3.43.1. RECEIVES JOB INVENTORY FROM AFPC.
 - A3.3.3.43.2. CONDUCTS INVENTORY AND COMPARES WITH INVENTORY LIST.
 - A3.3.3.43.3. FORWARDS RECEIPT TO AFPC.
 - A3.3.3.43.4. CONTACTS INDIVIDUALS IDENTIFIED TO PARTICIPATE IN SURVEY.

- A3.3.3.43.5. CONDUCTS SURVEY.
- A3.3.3.43.6. PROCESSES COMPLETED JOB INVENTORY.
- A3.3.3.43.7. VALIDATES JOB INVENTORY FOR COMPLETENESS.
- A3.3.3.43.8. FORWARDS JOB INVENTORY TO AFPC.
- A3.3.3.43.9. FILES COPY ROSTER IN JOB INVENTORY FOLDER.

A3.4. Title. Positive Mission Variance. Provide Retiree Casualty Assistance.

A3.4.1. **Applicability/Definition.** This variance applies to all active duty Military Personnel Flights (MPFs) providing retiree casualty assistance.

- ★A3.4.2. **Application Instructions.** Apply the following man-hour equation, and then add the resulting monthly man-hour total to the monthly man-hour total calculated in paragraph 4.5 of the core manpower standard application instructions. Obtain the base Air Force retiree population from the USAF Retiree Activities Population Report (OPR: AFPC/DPPRA), Part I, Base Total. For bases not included in this report, use two years historical retiree casualty data which is available from AFPC/DPWCS.

$$Y = 0.01668X$$

Y = Monthly Man-Hours

X = Air Force Retiree Population Served

A3.5. Title. Positive Mission Variance. Personnel Reliability Program (PRP).

A3.5.1. **Applicability/Definition.** This variance applies to all active duty Military Personnel Flights (MPFs) servicing a population of PRP coded (codes A, C, D, E, F, H, L, M, T) positions.

A3.5.2. **Application Instructions.** Determine the total number of PRP positions coded A, C, D, E, F, H, L, M, and T. Apply this total to the man-hour equation below. Add the resulting monthly man-hours to the total calculated in paragraph 4.5 of the core manpower standard application instructions. Obtain the number of PRP positions using DESIREs PRP A, B, and C (OPR local MPF).

$$Y = 31.99 + 0.06367X$$

Y = Monthly Man-Hours

X = Total Number of PRP Positions Coded A, C, D, E, F, H, L, M and T

A3.5.3. Process Summary:

- A3.5.3.1. SUPPORTS PERSONNEL RELIABILITY PROGRAM.
- A3.5.3.2. PERFORMS ANNUAL UNIT STAFF ASSISTANCE VISITS.
- A3.5.3.3. TRAINS UNIT PRP MONITORS.
- A3.5.3.4. PROVIDES PRP INFORMATION.
- A3.5.3.5. CONDUCTS PRP MEETINGS.
- A3.5.3.6. COORDINATES ON PRP PERSONNEL ISSUES.

- ★A3.6. **Title.** Positive/Negative Mission Variance. Geographically Separated Units (GSU) and Satellite Personnel Activities (SPA).

A3.6.1. **Applicability/Definition.** This variance applies to active duty Military Personnel Flights (MPFs) servicing personnel at GSUs, performing personnel systems workload for other MPFs, and the SPA at Lackland.

A3.6.2. Application Instructions:

A3.6.2.1. **GSUs.** This paragraph applies to MPFs, except at MacDill, that service active duty Air Force personnel at GSUs. Use the following equation to determine required monthly man-hours for additional workload generated by

GSUs. This workload includes extra distribution and correspondence with the GSUs, process slow-downs caused by communications problems, travel time to and from GSUs for testing and other personnel processes, additional actions needed for non-PC-III GSUs, and extra suspense and follow-up actions. A GSU is defined as a unit located 50 or more miles from the servicing MPF. Obtain the total authorized military population serviced from the Base Manpower Data System BMDS; File Part A--excluding contract man-year equivalents. Select only records with manpower type (MNT) code X??X? and the CBPO code (CBP) for the host base. Sort the records by installation name and exclude records for the servicing base and installations located less than 50 miles from the servicing base. Total the military authorizations for the remaining records. Add the calculated monthly man-hours to the total calculated in paragraph 4.5 of the core manpower standard application instructions.

$$Y = 7.685 + 0.1054X$$

Y = Monthly Man-Hours

X = Total Authorized Military Population Served at GSUs.

A3.6.2.2. **MacDill.** Y = 321.40 monthly man-hours. Add 321.40 monthly man-hours, for support of personnel at geographically separated locations, to the total calculated in paragraph 4.4 of the core manpower standard application instructions.

A3.6.2.3. **Ft Meade.** Y = -17.39 monthly man-hours. Subtract 17.39 monthly man-hours, because of PSM workload performed by the host (Bolling), from the total calculated in paragraph 4.4 of the core manpower standard application instructions.

A3.6.2.4. **Bolling.** Y = 17.39 monthly man-hours. Add 17.39 monthly man-hours, for PSM support of a satellite (Ft Meade), to the total calculated in paragraph 4.4 of the core manpower standard application instructions.

A3.6.2.5. **Falcon.** Y = -17.39 monthly man-hours. Subtract 17.39 monthly man-hours, because of PSM workload performed by the host (Peterson), from the total calculated in paragraph 4.4 of the core manpower standard application instructions.

A3.6.2.6. **Buckley.** Y = -17.39 monthly man-hours. Subtract 17.39 monthly man-hours, because of PSM workload performed by the host (Peterson), from the total calculated in paragraph 4.4 of the core manpower standard application instructions.

A3.6.2.7. **Peterson.** Y = 34.78 monthly man-hours. Add 34.78 monthly man-hours, for PSM support of satellites (Falcon and Buckley), to the total calculated in paragraph 4.4 of the core manpower standard application instructions.

A3.6.2.8. **Lackland.** Y = 1 additional manpower requirement for managing the SPA at Wilford Hall.

AFSC	TITLE	GRD	REQ
3S000	Personnel Manager	CMS	1

A3.7. Title. Positive Mission Variance. Identification Card Support and Defense Enrollment Eligibility Reporting System (DEERS) Additions for Retirees and Family Members.

A3.7.1. **Applicability/Definition.** This variance applies to active duty Military Personnel Flights (MPFs) providing identification card and DEERS additions for retirees and family members.

A3.7.2. **Application Instructions.** Use the following man-hour table to determine required monthly man-hours. Add the applicable man-hour total to the total calculated in paragraph 4.5 of the core manpower standard application instructions. Man-hours are based on 12 months historical data and an average identification card process per accomplishment time of eight minutes and an average DEERS addition process per accomplishment time of 1.50 minutes.

★VARIANCE #7

BASE	MONTHLY MAN-HOURS	BASE	MONTHLY MAN-HOURS
ALTUS	33.82	LITTLE ROCK	218.78
ANDERSEN	45.00	LOS ANGELES	92.18
ANDREWS	135.97	LUKE	276.87
ARNOLD	34.21	MACDILL	477.27
AVIANO	35.64	MALMSTROM	59.56
BARKSDALE	164.89	MAXWELL	144.14
BEALE	71.96	MAXWELL GUNTER ANNEX	15.53
BOLLING	67.08	MCCHORD	167.17
BROOKS	34.46	MCCLELLAN	132.70
CANNON	55.07	MCCONNELL	95.25
CHARLESTON	112.48	MCGUIRE	81.62
COLUMBUS	60.26	MILDENHALL	31.05
DAVIS MONTHAN	135.00	MINOT	48.23
DOVER	89.60	MISAWA	35.27
DYESS	65.19	MOODY	88.24
EDWARDS	84.50	MT HOME	58.56
EGLIN	168.68	NELLIS	215.16
EIELSON	31.59	OFFUTT	185.71
ELLSWORTH	57.75	ONIZUKA	24.91
ELMENDORF	101.04	OSAN	26.59
FAIRCHILD	126.46	PATRICK	213.52
FALCON	2.00	PENTAGON	35.63
F E WARREN	67.38	PETERSON	136.26
FT MEADE	35.41	POPE	76.69
GOODFELLOW	54.92	RAMSTEIN	143.80
GRAND FORKS	57.28	RANDOLPH	175.20
HANSCOM	119.00	REESE	48.25
HICKAM	89.22	ROBINS	134.68
HILL	119.55	SCOTT	198.07
HOLLOMAN	60.42	SEYMOUR JOHNSON	129.37
HOWARD	15.04	SHAW	112.27
HURLBURT FIELD	94.14	SHEPPARD	89.95
INCIRLIK	12.28	SPANGDAHLEM	33.01
KADENA	49.56	TINKER	195.07
KEESLER	181.03	TRAVIS	182.69
KELLY	70.97	TYNDALL	75.41
KIRTLAND	142.28	USAF ACADEMY	79.42
KUNSAN	3.30	USAFE JSS (STUTTGART)	5.29
LACKLAND	144.18	VANCE	19.71
LACKLAND, WILFORD HALL	33.17	VANDENBERG	61.47
LAJES	11.36	WHITEMAN	76.05
LAKENHEATH	42.10	WRIGHT-PATTERSON	266.09
LANGLEY	181.77	YOKOTA	49.95
LAUGHLIN	18.58		

★A3.8. Title. Positive Mission Variance. Support for ANG and AFRES Forces.

A3.8.1. **Applicability/Definition.** This variance applies to all active duty Military Personnel Flights (MPFs) providing support to ANG and AFRES forces.

A3.8.2. **Application Instructions:**

A3.8.2.1. Use the following man-hour table to determine required monthly man-hours for providing support to ANG and AFRES Personnel Systems Management functions. Add the applicable man-hours to the total calculated in paragraph 4.4 of the core manpower standard application instructions. Man-hours based on 17.39 monthly man-hours per ANG and AFRES satellite serviced.

★VARIANCE #8B(1)

BASE	MONTHLY MAN-HOURS	BASE	MONTHLY MAN-HOURS
ANDERSEN	17.39	MACDILL	34.78
ANDREWS	69.65	MALMSTROM	17.39
BARKSDALE	17.39	MAXWELL	52.17
CHARLESTON	69.56	MCCHORD	52.17
COLUMBUS	52.17	MCCLELLAN	34.78
DAVIS MONTHAN	17.39	MCCONNELL	86.95
DOVER	104.34	MCGUIRE	86.95
EGLIN	17.39	MOODY	34.78
EIELSON	17.39	MT HOME	17.39
ELLSWORTH	34.78	OFFUTT	52.17
ELMENDORF	17.39	PETERSON	17.39
FAIRCHILD	69.56	POPE	69.56
F E WARREN	52.17	ROBINS	17.39
GRAND FORKS	86.95	SCOTT	69.56
HANSCOM	69.56	SEYMOUR JOHNSON	69.56
HICKAM	17.39	SHAW	17.39
HILL	34.78	SHEPPARD	34.78
KEESLER	52.17	TINKER	86.95
KELLY	104.34	TRAVIS	17.39
KIRTLAND	17.39	TYNDALL	17.39
LANGLEY	34.78	VANDENBERG	52.17
LITTLE ROCK	52.17	WHITEMAN	69.56
LUKE	34.78	WRIGHT-PATTERSON	121.73

★A3.8.2.2. Use the following man-hour table to determine required monthly man-hours. Add the applicable man-hour total to the total calculated in paragraph 4.5 of the core manpower standard application instructions. Man-hours are based on 12 months historical data and an average identification card process per accomplishment time of eight minutes and an average DEERS addition process per accomplishment time of 1.50 minutes.

★ VARIANCE #8B(2)

BASE	MONTHLY MAN-HOURS	BASE	MONTHLY MAN-HOURS
ALTUS	1.53	LOS ANGELES	10.94
ANDERSEN	1.98	LUKE	11.36
ANDREWS	5.54	MACDILL	27.54
ARNOLD	.37	MALMSTROM	1.37
AVIANO	1.79	MAXWELL	9.05
BARKSDALE	4.30	MAXWELL, GUNTER ANNEX	4.08
BEALE	3.62	MCCHORD	4.42
BOLLING	3.36	MCCLELLAN	3.47
BROOKS	.87	MCCONNELL	3.09
CANNON	.40	MCGUIRE	5.38
CHARLESTON	4.49	MILDENHALL	.30
COLUMBUS	2.70	MINOT	.68
DAVIS MONTHAN	4.30	MOODY	1.65
DOVER	2.50	MT HOME	.84
DYESS	1.28	NELLIS	5.01
EDWARDS	4.02	OFFUTT	15.64
EGLIN	4.14	ONIZUKA	1.23
EIELSON	.40	OSAN	1.40
ELLSWORTH	.18	PATRICK	11.10
ELMENDORF	2.43	PENTAGON	2.45
FAIRCHILD	4.62	PETERSON	13.56
FALCON	.20	POPE	4.91
F E WARREN	2.85	RAMSTEIN	2.30
FT MEADE	2.69	RANDOLPH	4.97
GOODFELLOW	1.86	REESE	1.87
GRAND FORKS	4.39	RHEIN MAIN	.11
HANSCOM	11.90	ROBINS	5.55
HICKAM	2.52	SCOTT	10.23
HILL	4.76	SEYMOUR JOHNSON	3.56
HOLLOMAN	2.45	SHAW	2.90
HOWARD	.29	SHEPPARD	4.05
HURLBURT FIELD	1.60	SPANGDAHLEM	.40
KADENA	.34	TINKER	17.93
KEESLER	7.19	TRAVIS	8.22
KELLY	3.19	TYNDALL	3.29
KIRTLAND	5.12	USAF ACADEMY	1.68
LACKLAND	4.47	VANCE	.38
LACKLAND, WILFORD HALL	1.10	VANDENBERG	1.72
LAKENHEATH	.30	WHITEMAN	5.13
LANGLEY	6.62	WRIGHT-PATTERSON	38.86
LAUGHLIN	.59	YOKOTA	.32
LITTLE ROCK	5.29		

A3.8.2.3. Use the following man-hour table to determine required monthly man-hours for servicing individual mobilization augmentees (IMA). This variance is not affected by the base individual mobilization augmentee

administrator (BIMAA). Add the applicable man-hours to the total calculated in paragraph 4.5 of the core manpower standard application instructions. This variance was developed using base level, MAJCOM, and AFPC inputs, and the authorized/attached IMA population serviced. The IMA population was determined using the fourth fiscal quarter (93/4) BMDS file; file part C, and attached IMA data provided by AF/REP. Monthly man-hours were calculated using an average of two man-hours per year, per IMA authorized or attached.

VARIANCE #8B(3)

BASE	MONTHLY MAN-HOURS	BASE	MONTHLY MAN-HOURS
ANDREWS	52.83	LUKE	20.33
BARKSDALE	20.17	MACDILL	56.50
BEALE	9.00	MALMSTROM	5.33
BOLLING	43.50	MAXWELL	35.50
BROOKS	11.67	MCCHORD	24.83
CANNON	7.00	MCCLELLAN	58.17
CHARLESTON	10.17	MCCONNELL	9.83
COLUMBUS	8.83	MCGUIRE	34.67
DAVIS MONTHAN	18.33	MINOT	8.00
DOVER	10.00	MOODY	5.67
DYESS	7.83	MT HOME	8.33
EDWARDS	33.67	NELLIS	23.17
EGLIN	34.17	OFFUTT	51.00
ELLSWORTH	13.50	PATRICK	27.83
ELMENDORF	6.17	PENTAGON	278.33
F E WARREN	8.50	PETERSON	50.33
FAIRCHILD	13.17	POPE	8.83
FT GEORGE MEADE	88.83	RAMSTEIN	13.50
GOODFELLOW	9.67	RANDOLPH	21.33
GRAND FORKS	10.67	REESE	9.50
HANSCOM	49.00	ROBINS	75.67
HICKAM	17.17	SCOTT	39.83
HILL	59.67	SEYMOUR JOHNSON	15.83
HOLLOMAN	9.00	SHAW	22.33
HOWARD	7.00	SHEPPARD	21.67
HURLBURT FIELD	5.17	TINKER	47.83
KESLER	19.17	TRAVIS	27.33
KELLY	95.83	TYNDALL	18.83
KIRTLAND	20.50	USAF ACADEMY	16.33
LACKLAND	36.17	VANDENBERG	8.50
LANGLEY	58.67	WHITEMAN	10.50
LITTLE ROCK	8.17	WRIGHT-PATTERSON	167.83
LOS ANGELES	31.33	YOKOTA	5.17

A3.9. Title. Positive Mission Variance. Overseas Unique Workload.

A3.9.1. **Applicability/Definition.** This variance applies to active duty Military Personnel Flights (MPFs) located overseas. It does not apply to Hickam, Andersen, Eielson, and Elmendorf.

★A3.9.2. **Application Instructions.** Determine the monthly man-hours, and add to the total calculated in paragraph 4.5 of the core manpower standard application instructions. The processes included in this variance are listed in the process summary. Obtain the total authorized military population serviced from the Base Manpower Data System BMDS; File Part A--excluding contract man-year equivalents. Select only records with manpower type (MNT) code X??X? and the CBPO code (CBP) for the host base. This variance was developed using surveys, workshop comments, and inputs from Wing Manpower Offices.

Y = 60.07 (Howard) For processing SC Forms 95, Application for Bilingual Identification Card, only; frequency is 288.33 per month and per accomplishment time is 12.50 minutes.

Y = 46.51 + 0.1699X (Keflavik)

Y = 46.51 + 0.2242X (Osan)

Y = 46.51 + 0.2872X (Kunsan)

Y = 33.35 + 0.04865X (Lajes, Kadena, Misawa, Yokota)

Y = 35.96 + 0.04865X (All Other Overseas Locations)

Y = Monthly Man-Hours

X = Total Authorized Military Population Serviced

A3.9.3. Process Summary:

A3.9.3.1. MAINTAINS NORTH ATLANTIC TREATY ORGANIZATION (NATO) CLASSIFIED. (NATO locations only).

A3.9.3.2. MAINTAINS OVERSEAS UNIQUE PUBLICATIONS FILE.

A3.9.3.3. PROCESSES DEPENDENT TRAVEL ORDER.

A3.9.3.4. PROCESSES EARLY RETURN OF DEPENDENTS.

A3.9.3.5. PROCESSES REQUEST FOR SPACE AVAILABLE TRAVEL.

A3.9.3.6. MANAGES DATE ELIGIBLE FOR RETURN FROM OVERSEAS (DEROS) FORECAST OPTION PROGRAM.

A3.9.3.7. MANAGES OVERSEAS TOUR EXTENSION INCENTIVE PROGRAM.

A3.9.3.8. PROCESSES ASSIGNMENT CURTAILMENT REQUEST.

A3.9.3.9. PROCESSES COMMAND SPONSORSHIP REQUEST.

A3.9.3.10. MANAGES CONCURRENT TRAVEL (CCTVL) REQUEST.

A3.9.3.11. PROCESSES APPLICATION FOR SOCIAL SECURITY ACCOUNT NUMBER (SSAN).

A3.9.3.12. PROCESSES ENVIRONMENTAL LEAVE WAIVER.

A3.9.3.13. PROVIDES SPECIAL INFORMATION ON FOREIGN COUNTRY REQUIREMENTS.

A3.9.3.14. PERFORMS ACCOMPANIED STATUS CODE ACTION.

A3.9.3.15. PROCESSES APPLICATIONS FOR MARRIAGE.

A3.9.3.16. PROCESSES ADDITIONAL PASSPORT/VISA REQUEST.

A3.9.3.17. ISSUES UNITED STATES AIR FORCES IN EUROPE (USAFE)/PACIFIC AIR FORCES (PACAF) PRIVILEGE AND IDENTIFICATION CARDS.

A3.9.3.18. PERFORMS DECORATION ACTION FOR PCS/PCA/SEPARATING PERSONNEL. (Increased process frequency in short tour locations)

A3.9.3.19. PERFORMS ASSIGNMENT ACTION. (Increased process frequency in short tour locations)

A3.10. Title. Positive Mission Variance. Personnel Readiness Mission Unique Processes.

A3.10.1. **Applicability/Definition.** This variance applies to active duty Military Personnel Flights (MPFs). The process summary provides a description of the workload included in this variance.

A3.10.2. **Application Instructions.** Use the following table to determine required manpower. Add the applicable manpower total to the manpower total calculated in paragraph 4.5 of the core manpower standard application instructions. This variance was developed using man-hour data collected by survey.

VARIANCE #10

BASE	REQUIRED MANPOWER	BASE	REQUIRED MANPOWER
ALTUS	1	LITTLE ROCK	3
ANDERSEN	2	LOS ANGELES	0.5
ANDREWS	1	LUKE	2
AVIANO	4	MACDILL	2
BARKSDALE	2	MALMSTROM	1
BEALE	1	MAXWELL	1
BITBURG	2	MCCHORD	1
BOLLING	0.5	MCCLELLAN	1
BROOKS	0.5	MCCONNELL	1
CANNON	3	MCGUIRE	3
CHARLESTON	2	MILDENHALL	2
COLUMBUS	0.5	MINOT	2
DAVIS-MONTHAN	2	MISAWA	1
DOVER	2	MOODY	4
DYESS	2	MT HOME	3
EDWARDS	1	NELLIS	4
EGLIN	3	OFFUTT	3
EIELSON	2	OSAN	3
ELLSWORTH	2	PATRICK	1
ELMENDORF	3	PENTAGON	0.5
F E WARREN	1	PETERSON	2
FAIRCHILD	2	POPE	2
FORT MEADE	1	RAMSTEIN	5
GOODFELLOW	0.5	RANDOLPH	1
GRAND FORKS	2	REESE	0.5
HANSCOM	0.5	ROBINS	0.5
HICKAM	2	SCOTT	2
HILL	3	SEYMOUR JOHNSON	3
HOLLOMAN	2	SHAW	4
HOWARD	0.5	SHEPPARD	1
HURLBURT	3	SPANGDAHLEM	3
KADENA	3	STUTTGART	2
KEESLER	3	TINKER	2
KELLY	0.5	TRAVIS	3
KIRTLAND	0.5	TYNDALL	2
KUNSAN	2	USAF ACADEMY	0.5
LACKLAND	2	VANCE	0.5
LAJES	0.5	VANDENBERG	1
LAKENHEATH	4	WHITEMAN	1
LANGLEY	4	WRIGHT-PATTERSON	3
LAUGHLIN	0.5	YOKOTA	2

A3.10.3. Process Summary:

A3.10.3.1. IN-GARRISON OPERATIONS:

A3.10.3.1.1. CONDUCTS MANPOWER AND PERSONNEL BASE LEVEL MODULE (MANPER-B) HARDWARE MAINTENANCE:

A3.10.3.1.1.1. CLEANS HARDWARE.

A3.10.3.1.1.2. RUNS DIAGNOSTICS AND REPLACES COMPONENTS, AS REQUIRED.

A3.10.3.1.1.3. REPORTS PROBLEMS AND SHIPS DAMAGED EQUIPMENT.

A3.10.3.1.2. CONDUCTS MANPER-B SOFTWARE MAINTENANCE:

- A3.10.3.1.2.1. LOADS RELEASES.
- A3.10.3.1.2.2. LOADS ROUTING INDICATOR DATA BASE.
- A3.10.3.1.2.3. LOADS PERSONNEL DATA BASE REFRESH/REPLACE.
- A3.10.3.1.2.4. UPGRADES SUPPORTING SOFTWARE.
- A3.10.3.1.2.5. MAINTAINS SOFTWARE ACCOUNTABILITY.
- A3.10.3.1.2.6. BACKS UP SYSTEM.

A3.10.3.1.3. CONDUCTS DELIBERATE PLANNING:

- A3.10.3.1.3.1. UPLOADS UNIT MOBILITY TASKING/PLANS DATA BASES RECEIVED FROM MANPOWER SYSTEM.
- A3.10.3.1.3.2. PRODUCES AND DISTRIBUTES MOBILITY REQUIREMENTS RESOURCE ROSTER (MRRR).
- A3.10.3.1.3.3. RECEIVES UPDATED MRRR FROM UNIT MOBILITY MANAGER.
- A3.10.3.1.3.4. UPDATES AND MAINTAINS MOBILITY FILES.
- A3.10.3.1.3.5. PERFORMS PLAN/MOBILITY REQUIREMENTS INDICATOR MATCH.
- A3.10.3.1.3.6. PRODUCES LOGISTICS MODULE (LOGMOD) INTERFACE.
- A3.10.3.1.3.7. DEVELOPS AND REVIEWS PERSONNEL PORTION OF OPERATION PLAN (OPLAN).

A3.10.3.1.4. PERFORMS PERSONNEL ACTIONS IN SUPPORT OF RECONSTITUTION:

- A3.10.3.1.4.1. REVIEWS RECONSTITUTION PLAN.
- A3.10.3.1.4.2. MAINTAINS SPECIAL ORDERS AND CURRENT STATUS ON DESIGNATED PERSONNEL.
- A3.10.3.1.4.3. IMPLEMENTS RECONSTITUTION PLAN.
- A3.10.3.1.4.4. PREPARES AND PROCESSES REQUEST FOR SPECIAL ORDERS.

A3.10.3.1.5. PREPARES IDENTIFICATION TAGS:

- A3.10.3.1.5.1. RECEIVES REQUEST TAGS.
- A3.10.3.1.5.2. MANUFACTURES TAGS.

A3.10.3.1.6. DEVELOPS AND MAINTAINS GUIDES FOR VARIOUS EXERCISE AND CONTINGENCY PERSONNEL PROCESSING, AND COMMAND AND CONTROL FUNCTIONS.

A3.10.3.2. EXECUTION OPERATIONS (INCLUDES CONTINGENCY AND MAJCOM OR HIGHER DIRECTED EXERCISE PARTICIPATION):

- A3.10.3.2.1. PARTICIPATES IN THE OPERATION OF MOBILITY PROCESSING FUNCTION(S).
- A3.10.3.2.2. PARTICIPATES IN THE OPERATION OF NONCOMBATANT EVACUATION CONTROL FUNCTION.
- A3.10.3.2.3. PARTICIPATES IN THE OPERATION OF RECEPTION PROCESSING FUNCTION.
- A3.10.3.2.4. PARTICIPATES IN THE OPERATION OF PERSONNEL READINESS CENTER.
- A3.10.3.2.5. PARTICIPATES IN PERSONNEL SUPPORT FOR CONTINGENCY OPERATIONS (PERSCO) TEAM.
- A3.10.3.2.6. PERFORMS ROTATIONAL TDY ACTIONS:

 - A3.10.3.2.6.1. MANAGES IN- OR OUT-PROCESSING PROCEDURES.
 - A3.10.3.2.6.2. NOTIFIES TASKED UNIT FOR TDY OUT PROCESSING.
 - A3.10.3.2.6.3. VERIFIES ELIGIBILITY OF DESIGNATED PERSONNEL.
 - A3.10.3.2.6.4. PROVIDES TDY BRIEFING.
 - A3.10.3.2.6.5. PREPARES AND PROCESSES IDENTIFICATION MESSAGE, ITINERARY MESSAGE, AND DEPARTURE REPORT.
 - A3.10.3.2.6.6. PREPARES AND PUBLISHES CONTINGENCY/EXERCISE MOBILITY ORDER/NATO ORDERS.
 - A3.10.3.2.6.7. UPDATES TDY INFORMATION (MINI-RECORD) IN MANPER-B TO PRODUCE AUTODIN TRANSACTIONS.
 - A3.10.3.2.6.8. MONITORS ACCOUNTABILITY OF TDY PERSONNEL.

- A3.10.3.2.7. UPDATES DUTY STATUS CHANGES OTHER THAN DURING EXERCISE OR ROTATIONALS.

A3.10.3.3. CONDUCTS MOBILITY AND CONTINGENCY TRAINING (DOES NOT INCLUDE TRAINING CONDUCTED DURING EXERCISES):

- A3.10.3.3.1. DEVELOPS AND CONDUCTS MANPER-B TRAINING.
- A3.10.3.3.2. DEVELOPS AND CONDUCTS MOBILITY PROCESSING TRAINING.
- A3.10.3.3.3. DEVELOPS AND CONDUCTS NONCOMBATANT EVACUATION CONTROL FUNCTION TRAINING.
- A3.10.3.3.4. DEVELOPS AND CONDUCTS PERSONNEL RECEPTION FUNCTION TRAINING.
- A3.10.3.3.5. DEVELOPS AND CONDUCTS PERSONNEL COMMAND AND CONTROL FUNCTION TRAINING.
- A3.10.3.3.6. DEVELOPS AND CONDUCTS PERSONNEL SUPPORT FOR CONTINGENCY OPERATIONS (PERSCO) TRAINING.

- A3.10.3.3.7. DEVELOPS AND CONDUCTS UNIT MOBILITY MANAGER TRAINING.
- A3.10.3.3.8. TRACKS RECURRING TRAINING REQUIREMENTS.
- A3.10.3.3.9. PARTICIPATES IN CHEMICAL WARFARE DEFENSE TRAINING.
- A3.10.3.3.10. PARTICIPATES IN SMALL ARMS QUALIFICATIONS TRAINING.

A3.11. Title. Positive Mission Variance. Port Separations.

A3.11.1. **Applicability/Definition.** This variance applies to Continental United States (CONUS) active duty Military Personnel Flights (MPFs) performing port separations.

A3.11.2. **Application Instructions.** Use the following man-hour table to determine required monthly man-hours to perform port separation actions. Add the applicable man-hours to the total calculated in paragraph 4.5 of the core manpower standard application instructions. This variance was developed using an average port separation process per accomplishment time of 2.75 hours.

BASE	MONTHLY MAN-HOURS
Charleston	412.50
McChord	60.50
McGuire	805.75
Travis	500.50

A3.11.3. **Process Summary:**

- A3.11.3.1. PERFORMS PORT SEPARATION ACTIONS.
- A3.11.3.2. PROVIDES SEPARATION BRIEFING.
- A3.11.3.3. COLLECTS SEPARATION PACKAGE.
- A3.11.3.4. RETRIEVES PASSPORT(S).
- A3.11.3.5. COMPLETES RELOCATION WORKSHEET.
- A3.11.3.6. PREPARES DAILY PORT SEPARATION WORKSHEET.
- A3.11.3.7. BREAKS DOWN SEPARATION PACKAGE.
- A3.11.3.8. REVIEWS UPRG AND VERIFIES SEPARATION INFORMATION.
- A3.11.3.9. RETRIEVES ANY MISSING SEPARATION INFORMATION.
- A3.11.3.10. PREPARES DD FORM 214 WORKSHEET.
- A3.11.3.11. VERIFIES MEDICAL CLEARANCE/PREPARES MEDICAL EXAM PREFERENCE STATEMENT.
- A3.11.3.12. PROCESSES TERMINAL LEAVE/PERMISSIVE TDY FORMS.
- A3.11.3.13. PREPARES SEPARATION ORDERS/AMENDMENTS.
- A3.11.3.14. VERIFIES DD FORM 214 INFORMATION WITH MILITARY MEMBER.
- A3.11.3.15. PREPARES/ISSUES DD FORM 214.
- A3.11.3.16. RETRIEVES ID CARD (ISSUANCE OF ID CARDS INCLUDED IN ID CARD VARIANCES).
- A3.11.3.17. PREPARES UPRG TRANSMITTAL DOCUMENTS/DISTRIBUTES.
- A3.11.3.18. COPIES/DISTRIBUTES SEPARATION DOCUMENTS.
- A3.11.3.19. UPDATES PDS.
- A3.11.3.20. UPDATES DJMS.
- A3.11.3.21. PERFORMS RELOCATION FOLDER DISPOSITION.

A3.12. Title. Positive Technology Variance. Distributed Print.

A3.12.1. **Applicability/Definition.** This variance applies to active duty Military Personnel Flights (MPFs) performing distributed print workload.

A3.12.2. **Application Instructions.** Use the following equation to determine required monthly man-hours to perform distributed print workload. Add the monthly man-hours to the total calculated in paragraph 4.4 of the core manpower standard application instructions. Obtain the total authorized military population serviced from the Base Manpower

Data System BMDS; File Part A--excluding contract man-year equivalents. Select only records with manpower type (MNT) code X??X? and the CBPO code (CBP) for the host base. For AETC, obtain the average daily technical training student load from AETC/XOM.

$$Y = 32.61 + 0.009513X$$

Y = Monthly Man-Hours

X = Authorized Military Population Served Plus 25 Percent of the Average Daily Technical Training Student Load at AETC Technical Training Centers.

A3.12.3. Process Summary:

A3.12.3.1. PERFORMS PREPRINTING.

A3.12.3.2. INITIATES PRINTING.

A3.12.3.3. MAINTAINS EQUIPMENT.

A3.12.3.4. MAINTAINS STOCK OF PRINTER SUPPLIES.

A3.13. Title. Positive Mission Variance. Specialized Workload Associated with Support of Higher Headquarters.

A3.13.1. **Applicability/Definition.** This variance applies to active duty Military Personnel Flights (MPFs) providing specialized support to HQ USAF, MAJCOM and Numbered Air Force (NAF) headquarters, and headquarter elements of Direct Reporting Units. This variance does not apply to Air Force Materiel Command (AFMC) Centers.

A3.13.2. Application Instructions:

A3.13.2.1. **Equations for:** Langley, Randolph, and Scott. Y = 200.00 monthly man-hours; Hickam and Wright-Patterson. Y = 160.70 monthly man-hours; Hurlburt Field. Y = 15.00; Peterson. Y = 7.00 monthly man-hours; Ramstein. Y = 40.00 monthly man-hours. Add the applicable monthly man-hours, for providing the services listed below to MAJCOM headquarters, to the total calculated in paragraph 4.5 of the core manpower standard application instructions.

A3.13.2.1.1. Process Summary:

A3.13.2.1.1.1. PROVIDES ADMINISTRATIVE SUPPORT TO MAJCOM-LEVEL BOARDS.

A3.13.2.1.1.2. PROVIDES SUPPORT FOR MAJCOM SPECIAL PERSONNEL RECORD REVIEWS NOT INCLUDED IN THE CORE.

A3.13.2.1.1.3. TESTS NEW OR PROPOSED PERSONNEL PROGRAMS AND POLICIES.

A3.13.2.1.1.4. PROVIDES PERSONNEL EXPERTISE FOR MAJCOM PROCESS ACTION TEAMS.

A3.13.2.1.1.5. PROVIDES PERSONNEL SERVICES FOR SENIOR OFFICERS.

A3.13.2.1.1.6. PROCESSES MAJCOM PERSONNEL SHORT-NOTICE TDYs.

A3.13.2.1.1.7. DESIGNS AND PROCESSES SPECIALIZED PERSONNEL DATA SYSTEM QUERIES.

A3.13.2.1.1.8. PROCESSES MAJCOM CIVILIAN CLOTHING ALLOWANCE REQUESTS (USAFE ONLY).

A3.13.2.2. **Equations for:** Aviano. Y = 442.00 monthly man-hours; Mildenhall. Y = 562.45 monthly man-hours; Vandenberg. Y = 32.50 monthly man-hours; McGuire and Travis. Y = 160.70. All other bases on which a NAF is located. Y = 25.00 monthly man-hours. Add the applicable monthly man-hours, for providing the services listed below to NAF headquarters, to the total calculated in paragraph 4.5 of the core manpower standard application instructions.

A3.13.2.2.1. Process Summary:

A3.13.2.2.1.1. PROVIDES ADMINISTRATIVE SUPPORT TO NAF-LEVEL BOARDS.

A3.13.2.2.1.2. PREPARES NAF PROMOTION LISTS AND STATISTICS.

A3.13.2.2.1.3. PROVIDES COPIES OF PERSONNEL CORRESPONDENCE FOR NAF ACTION.

A3.13.2.2.1.4. DESIGNS AND PROCESSES SPECIALIZED PERSONNEL DATA SYSTEM QUERIES.

A3.13.2.2.1.5. PREPARES SPECIAL STRENGTH REPORTS.

A3.13.2.2.1.6. PREPARES AND DELIVERS PERSONNEL ISSUE BRIEFINGS.

A3.13.2.2.1.7. PROCESSES ADMINISTRATIVE DEMOTION APPEALS FOR NAF ACTION.

A3.13.2.2.1.8. PROCESSES DEROS CURTAILMENTS FOR NAF ACTION.

A3.13.2.2.1.9. PROCESSES INVOLUNTARY DISCHARGES FOR NAF ACTION.

A3.13.2.2.1.10. PROVIDES SUPPORT FOR NAF SPECIAL PERSONNEL RECORD REVIEWS NOT INCLUDED IN THE CORE.

A3.13.2.2.1.11. PROCESSES HIGH YEAR-OF-TENURE WAIVERS FOR NAF ACTION.

A3.13.2.2.1.12. PROCESSES TIME-ON-STATION WAIVERS FOR NAF ACTION.

A3.13.2.2.1.13. PROCESSES OFFICER PROMOTION DELAYS/WITHHOLDS FOR NAF ACTION.

A3.13.2.2.1.14. PROCESSES NCO PROMOTION DELAYS/WITHHOLDS FOR NAF ACTION.

A3.13.2.2.1.15. PROCESSES OFFICER PERFORMANCE REPORTS FOR NAF ACTION.

A3.13.2.2.1.16. PROCESSES PROMOTION RECOMMENDATIONS FOR NAF ACTION.

A3.13.2.2.1.17. PROCESSES SELECTIVE EARLY RETIREMENT BOARD RECOMMENDATIONS FOR NAF ACTION.

A3.13.2.2.1.18. PROCESSES REDUCTION-IN-FORCE RECOMMENDATIONS FOR NAF ACTION.

A3.13.2.2.1.19. PROCESSES SELECTIVE REENLISTMENT APPEALS FOR NAF ACTION.

A3.13.2.2.1.20. PROCESSES OFFICER PME NOMINATIONS FOR NAF ACTION.

A3.13.2.2.1.21. PROCESSES DECORATION REQUESTS FOR NAF APPROVAL OR RECOMMENDATION.

A3.13.2.2.1.22. PROCESSES SPECIAL TROPHY AND AWARD NOMINATIONS FOR NAF ACTION.

A3.13.2.3. **Pentagon.** Y = 267.46 monthly man-hours. Add 267.46 monthly man-hours for processing port-call requests, performing recognition board actions, and providing personnel support to senior officers, to the total calculated in paragraph 4.5 of the core manpower standard application instructions.

A3.13.2.4. **USAF Academy.** Y = 26.00 monthly man-hours. Add 26.00 monthly man-hours, for conducting MAJCOM equivalent decorations boards, to the total calculated in paragraph 4.5 of the core manpower standard application instructions.

A3.14. Title. Positive Mission Variance. Logistics Career Broadening Program.

A3.14.1. **Applicability/Definition.** This variance applies to active duty Military Personnel Flights (MPFs) at Hill, Kelly, McClellan, Robins, and Tinker, that administer the logistics officer career broadening program.

A3.14.2. **Application Instructions.** Y = 17.67 monthly man-hours. Add 17.67 monthly man-hours, for each MPF that administers the logistics career broadening program, to the total monthly man-hours calculated in paragraph 4.5 of the core manpower standard application instructions.

A3.14.3. **Process Summary:**

A3.14.3.1. LOGISTICS CAREER BROADENING PROGRAM (LCBP).

A3.14.3.2. PERFORMS ADMINISTRATIVE TASKS ASSOCIATED WITH LCBP.

A3.14.3.3. PERFORMS/MANAGES LCBP ASSIGNMENT ACTIONS.

A3.14.3.4. MAINTAINS LCBP OFFICER ROTATION SCHEDULE.

A3.14.3.5. ARRANGES/CONDUCTS/RECORDS SEMI-ANNUAL LCBP MEETINGS.

A3.14.3.6. MAINTAINS LCBP PERSONNEL FOLDER.

A3.14.3.7. PROVIDES LCBP INFORMATION TO SENIOR MANAGER.

A3.15. Title. Mission Variance. Officer Counseling.

A3.15.1. **Applicability/Definition.** This variance applies to active duty Military Personnel Flights (MPFs) servicing an authorized officer population of 1200 and greater. The officer requirement, converted from a senior NCO requirement, provides manpower for counseling the serviced officer population on career, assignment, promotion, evaluation, and classification issues.

A3.15.2. **Application Instruction.** If the authorized officer population is 1200 and greater, convert one (1) MSG requirement to one (1) LT manpower requirement. Obtain the total authorized officer population serviced from the Base Manpower Data System BMDS; File Part A--excluding contract man-year equivalents. Select only records with manpower type (MNT) code X??X? and the CBPO code (CBP) for the host base.

A3.16. Title. Positive Mission Variance. Special Duty Assignment Processing.

A3.16.1. **Applicability/Definition.** This variance applies to the Andrews Military Personnel Flight, which processes special duty assignment requests for the 89th Airlift Wing.

A3.16.2. **Application Instructions.** Y = 84.46 monthly man-hours. Add 84.46 monthly man-hours to the total calculated in paragraph 4.5 of the core manpower standard application instructions.

A3.17. Title. Positive Mission Variance. Assigned Military Patient Population Serviced.

A3.17.1. **Applicability/Definition.** This variance applies to any active duty Military Personnel Flight (MPF), which services assigned patients not included in file part A of Unit Manpower Document (UMD).

A3.17.2. **Application Instructions.** Add the average daily assigned military patient population serviced to the authorized military population serviced used in the core manpower standard application instructions. Use a minimum of six months historical data to determine the average daily assigned military patient population, and ensure the patients are not assigned against authorizations in file part A of the UMD. Obtain assigned patient population data through a query of MPF base-level personnel data system. Since a standard query does not exist for collecting this data, design one using locally developed selection criteria.

A3.18. Title. Positive Mission Variance for the Support of Overseas Locations.

A3.18.1. **Definition.** The Peterson AFB MPF Supports Thule AB, Greenland, and Woomera AS, Australia, with the processes below.

A3.18.2. **Applications Instructions.** Add 54.67 monthly man-hours to the total calculated in paragraph 4.5 of the core manpower standard instructions.

A3.18.3. **Process Summary:**

A3.18.3.1. MANAGES CONCURRENT TRAVEL (CCTV) REQUEST.

A3.18.3.2. PROVIDES SPECIAL INFORMATION ON FOREIGN COUNTRY REQUIREMENTS.

A3.18.3.3. PERFORMS ACCOMPANIED STATUS CODE ACTIONS.

A3.18.3.4. PROCESSES ADDITIONAL PASSPORT/VISA REQUEST.

★ **A3.19. Title.** Negative Mission Variance. Management of the Rapid Airman and Officer Discharge Program and the Line of Duty (LOD) Program.

A3.19.1. **Definition.** On 8 June 1992, the Commander of Air Combat Command (COMACC) approved the administration of the Officer and Airman Discharge Program in ACC by the Office of the Staff Judge Advocate, both at the installation and the command level. The discharge clerk's primary responsibility is drafting and assembling the discharge package for the squadron commander, saving the unit orderly rooms extensive manning. COMACC also transferred the processing responsibility for LOD determinations from the personnel flight to the legal office. Finally, the discharge clerk processes retirement grade determination actions and those actions on officers identified for possible separation from the Air Force. These functions were previously the responsibility of the military personnel flight.

A3.19.2. **Impact.** Minus one 3S051 SrA in Organizational Structure Code DPMAR.

A3.19.3. **Applicability.** Barksdale, Beale, Cannon, Davis-Monthan, Dyess, Ellsworth, Holloman, Langley, Minot, Moody, Mountain Home, Nellis, Offutt, Pope, Seymour Johnson, Shaw, and Whiteman AFBs.

PROCESS ANALYSIS SUMMARIES

MILITARY PERSONNEL FLIGHT

Attached are process analysis summaries for the Military Personnel Flight.

Appendices

- ★A - Personnel Systems Management
- ★B - Personnel Readiness
 - C - Information Management
 - D - Personnel Relocations
 - E - Personnel Employment
 - F - Career Enhancement
 - G - Customer Service

PROCESS ANALYSIS SUMMARY

★ PERSONNEL SYSTEMS MANAGEMENT

	CORE HRS/ MONTH	AVG PAT (MIN)	FREQ/ MONTH	CORE MAN- YEARS	MONTHLY MAN-HOUR EQUATION OR FIXED MAN-HOURS
1. OPERATES PERSONNEL PORTION OF THE SBLC	62.73	NA	NA	0.39	62.73
2. PERFORMS VERTICAL AUTODIN INPUT AND OUTPUT TASK	56.14	NA	NA	0.35	48.11 + 0.002967X
3. OPERATES PC-III COMPUTER SYSTEM	110.99	NA	NA	0.69	50.91 + 0.02221X
4. BACKS UP PC-III SYSTEM	43.03	300	8.60	0.27	27.21 + 0.005850X
5. PROVIDES INFORMATION AND INFORMAL COMPUTER-RELATED TRAINING	57.26	NA	NA	0.36	25.15 + 0.01187X
6. PROVIDES FORMAL COMPUTER-RELATED TRAINING	15.15	NA	NA	0.09	15.15
7. PROCESSES NON-ROUTINE QUERY	36.35	NA	NA	0.23	4.24 + 0.01187X
8. PROCESSES SCHEDULED AUTOMATED PRODUCTS	35.23	NA	NA	0.22	27.20 + 0.002967X
9. PERFORMS TR/DATA BASE ANALYSIS TASK	14.32	NA	NA	0.09	6.29 + 0.002967X
10. BUILDS AND MAINTAINS LOCAL TABLE	8.70	NA	NA	0.05	8.70
11. CORRECTS REPORTED SOFTWARE PROBLEM	36.35	NA	NA	0.23	4.24 + 0.01187X
12. PROCESSES POTENTIAL HARDWARE/SOFTWARE/PROCEDURAL ENHANCEMENT	8.41	NA	NA	0.05	8.41
13. PERFORMS COMPUSEC TASK	3.14	NA	NA	0.02	3.14

	CORE HRS/ MONTH	AVG PAT (MIN)	FREQ/ MONTH	CORE MAN- YEARS	MONTHLY MAN-HOUR EQUATION OR FIXED MAN-HOURS
14. PERFORMS DJMS TRANSACTION	17.18	NA	NA	0.11	11.47 + 0.002110X
15. PERFORMS BLMP5 0002 TASK	6.55	NA	NA	0.04	6.55
16. RE-BOOTS COMPUTER SYSTEM	4.68	65	4.30	0.03	2.958 + 0.0006359X
17. PERFORMS SUMMARY REPORT ACTION	2.13	NA	NA	0.01	2.13
18. MAINTAINS FLIGHT AND PC-III EQUIPMENT ACCOUNT	8.47	NA	NA	0.05	4.118 + 0.001608X
19. SERVICES END-POINT FILTER	1.08	15	4.30	0.01	0.6803 + 0.0001463X
★ MANAGEMENT, INTERNAL TRAINING, AND NON-PROCESS SPECIFIC WORK	41.04	NA	NA	0.26	19.738 + 4.035% OF TOTAL PROCESS TIME
★TOTAL	568.90			3.54	355.75 + 0.0788X

PROCESS ANALYSIS SUMMARY

★ PERSONNEL READINESS

	CORE HRS/ MONTH	AVG PAT (MIN)	FREQ/ MONTH	CORE MAN- YEARS	MONTHLY MAN-HOUR EQUATION OR FIXED MAN-HOURS
1. REVIEWS AND PROCESSES AF FORM 2098	1.90	NA	NA	0.01	0.2100 + 0.0006250X
2. REVIEWS AND PROCESSES AWOL/DESERTER REPORTING PACKAGE	0.11	NA	NA	NA	0.11
3. MONITORS TDY ORDERS IN PC-III	2.08	NA	NA	0.01	0.3800 + 0.0006294X
4. MAINTAINS A COPY OF DOC STATEMENT	0.45	NA	NA	NA	0.2500 + 0.0000751X
5. MAINTAINS SORTS POINT OF CONTACTS	0.50	NA	NA	NA	0.2900 + 0.0000782X
6. REQUESTS AND DISTRIBUTES SORTS PRODUCT TO UNIT	1.10	NA	NA	0.01	0.4100 + 0.0002541X
7. REVIEWS/VALIDATES UNIT SORTS INPUT	5.21	NA	NA	0.03	1.170 + 0.001493X
8. MAINTAINS C-LEVEL WORKSHEET AND SUPPORTING DOCUMENTS	0.52	NA	NA	NA	0.2200 + 0.0001110X
9. CONDUCTS DUTY STATUS TRAINING	2.00	NA	NA	0.01	2.00
10. DEVELOPS/CONDUCTS SORTS TRAINING	1.00	NA	NA	0.01	1.00
11. DEVELOPS/CONDUCTS READY TRAINING	1.00	NA	NA	0.01	1.00
12. REQUESTS AND DISTRIBUTES READY PRODUCT TO UNIT	0.25	NA	NA	NA	0.25
13. REVIEWS UNIT READY INPUT	0.50	NA	NA	NA	0.50

	CORE HRS/ MONTH	AVG PAT (MIN)	FREQ/ MONTH	CORE MAN- YEARS	MONTHLY MAN-HOUR EQUATION OR FIXED MAN-HOURS
14. MAINTAINS READY POINTS OF CONTACT	0.50	NA	NA	NA	0.2900 + 0.0000782X
15. SUPPORTS READY REVIEW BOARD	8.00	NA	NA	0.05	8.00
16. CONTROLS CLASSIFIED MATERIAL	2.61	NA	NA	0.02	2.61
17. CORRECTS DUTY STATUS/LOST TIME DJMS REJECTS	1.09	NA	NA	0.01	1.09
18. PREPARES AND DISTRIBUTES THE MONTHLY MILITARY PERSONNEL STRENGTH REPORT	2.00	NA	NA	0.01	2.00
19. DISTRIBUTES DAILY STRENGTH REPORT TO NON-PC III UNIT	1.74	NA	NA	0.01	1.74
★ MANAGEMENT, INTERNAL TRAINING, AND NON-PROCESS SPECIFIC WORK	2.53	NA	NA	0.02	1.217 + 4.035% OF TOTAL PROCESS TIME
★TOTAL	35.09			.22	21.94+ 0.00486X

PROCESS ANALYSIS SUMMARY**INFORMATION MANAGEMENT**

	CORE HRS/ MONTH	AVG PAT (MIN)	FREQ/ MONTH	CORE MAN- YEARS	MONTHLY MAN-HOUR EQUATION OR FIXED MAN-HOURS
1. DISSEMINATES INFORMATION FOR INTERNAL REVIEW	28.62	NA	NA	0.18	12.57 + 0.005934X
2. PROVIDES INFORMATION (EXTERNAL)	24.80	NA	NA	0.15	6.290 + 0.006843X
3. PROCESSES COMMUNICATION	41.82	NA	NA	0.26	41.82
4. MAINTAINS SUSPENSE FILE (NON-AF FORM 2096 ACTION)	14.32	NA	NA	0.09	6.290 + 0.002967X
5. PHOTO COPIES DOCUMENTS	13.38	NA	NA	0.08	8.724 + 0.001722X
6. PROCESSES DISTRIBUTION (IN/OUT)	18.73	NA	NA	0.12	15.01 + 0.001376X
7. MAINTAINS FILE SYSTEM	14.96	NA	NA	0.09	14.96
8. MAINTAINS BLANK FORMS	1.97	NA	NA	0.01	0.8000 + 0.0004324X
9. MAINTAINS PUBLICATION FILES	15.68	NA	NA	0.10	15.68
10. MANAGES OFFICE SUPPLIES	4.00	NA	NA	0.02	4.00
11. PROCESSES AF FORM 2096	8.71	12	43.6	0.05	5.142 + 0.001318X
12. PROCESSES P-SERIES ORDER	1.69	21	4.8	0.01	0.0161 + 0.0006199X
MANAGEMENT, INTERNAL TRAINING, AND NON-PROCESS SPECIFIC WORK	27.45	NA	NA	0.17	19.839 + 4.035% OF TOTAL PROCESS TIME
TOTAL	216.14	NA	NA	1.35	156.44 + 0.02207X

PROCESS ANALYSIS SUMMARY

PERSONNEL RELOCATIONS

	CORE HRS/ MONTH	AVG PAT (MIN)	FREQ/ MONTH	CORE MAN- YEARS	MONTHLY MAN-HOUR EQUATION OR FIXED MAN-HOURS
1. PROCESSES REQUEST FOR VISA AND/OR PASSPORT	35.23	NA	NA	0.22	27.20 + 0.002967X
2. COMPLETES RELOCATION PROCESSING UPDATE	39.61	NA	NA	0.25	33.97 + 0.002085X
3. PROCESSES ASSIGNMENT AVAILABILITY CODE	4.34	NA	NA	0.03	0.3700 + 0.001469X
4. PROCESSES ASSIGNMENT LIMITATION CODE	2.66	NA	NA	0.02	0.5300 + 0.0007875X
5. PROCESSES APPLICATION FOR EFMP OR HUMANITARIAN ASSIGNMENT	2.65	NA	NA	0.02	0.6500 + 0.0007381X
6. PROCESSES VOLUNTARY ASSIGNMENT APPLICATION (EXCEPT HOME BASE OR FOLLOW-ON)	4.23	NA	NA	0.03	2.780 + 0.0005377X
7. PROCESSES HOME BASE/FOLLOW-ON ASSIGNMENT	4.23	NA	NA	0.03	2.780 + 0.0005377X
8. PROCESSES MAJCOM CONTROLLED SPECIAL DUTY ASSIGNMENT APPLICATION	4.16	NA	NA	0.03	0.7100 + 0.001276X
9. PROCESSES AFPC CONTROLLED SPECIAL DUTY ASSIGNMENT	0.95	NA	NA	0.01	0.5200 + 0.0001572X
10. PROCESSES HQ USAF/MAJCOM NOMINATION OF INDIVIDUAL FOR SPECIAL DUTY ASSIGNMENT	0.61	NA	NA	NA	0.0240 + 0.0002169X
11. PROCESSES AFPC ASSIGNMENT ALLOCATION	47.47	NA	NA	0.30	13.68 + 0.01249X
12. PROCESSES DECLINATION STATEMENT	1.60	NA	NA	0.01	0.3320 + 0.0004693X

	CORE HRS/ MONTH	AVG PAT (MIN)	FREQ/ MONTH	CORE MAN- YEARS	MONTHLY MAN-HOUR EQUATION OR FIXED MAN-HOURS
13. VALIDATES REQUEST FOR RELEASE FROM ASSIGNMENT LEVY	3.15	NA	NA	0.02	1.560 + 0.0005871X
14. PROCESSES REQUEST FOR DEFERMENT	0.80	NA	NA	NA	0.2900 + 0.0001876X
15. PROCESSES CHANGE-IN- ASSIGNMENT ACTION	7.43	NA	NA	0.05	3.860 + 0.001318X
16. CONDUCTS INITIAL RELOCATION BRIEFING	110.45	NA	NA	0.69	30.52 + 0.02955X
17. PERFORMS FINAL PROCESSING ACTION	78.08	NA	NA	0.49	33.12 + 0.01662X
18. FORMULATES REPLY TO PROCESSING DISCREPANCY INQUIRY	0.11	NA	NA	NA	0.11
19. ACCOMPLISHES NO-SHOW ACTION	0.21	NA	NA	NA	0.21
20. PERFORMS TR ACTION	10.25	NA	NA	0.06	4.420 + 0.002155X
21. PROVIDES INFORMATION AND TRAINING	215.07	NA	NA	1.34	111.77 + 0.03819X
22. FOLLOWS UP ON SUSPENDED ITEM	57.26	NA	NA	0.36	25.15 + 0.01187X
23. PROCESSES SENIOR OFFICER ASSIGNMENT	10.46	NA	NA	0.07	10.46
24. PROCESSES REQUEST FOR SECRETARIAL WAIVER	0.21	NA	NA	NA	0.21
25. PROVIDES RETIREMENT BRIEFING	8.36	NA	NA	0.05	8.36
26. PERFORMS SURVIVOR BENEFIT PLAN SELECTION ACTION	59.55	NA	NA	0.37	29.52 + 0.01110X

	CORE HRS/ MONTH	AVG PAT (MIN)	FREQ/ MONTH	CORE MAN- YEARS	MONTHLY MAN-HOUR EQUATION OR FIXED MAN-HOURS
27. ADMINISTERS THE SELECTION OF PERSONNEL FOR ATTENDANCE TO SENIOR NCO ACADEMY	1.04	NA	NA	0.01	0.3778 + 0.0002460X
28. ADMINISTERS THE SELECTION OF PERSONNEL FOR ATTENDANCE TO NCO ACADEMY	4.28	NA	NA	0.03	1.654 + 0.0009712X
29. PREPARES AND PROCESSES APPLICATION FOR SOS	4.71	NA	NA	0.03	0.7744 + 0.001456X
30. PROCESSES OTS SELECTION	0.25	NA	NA	NA	0.25
31. PROCESSES REQUEST FOR OUT OF CYCLE AIR UNIVERSITY AND AIR FORCE INSTITUTE OF TECHNOLOGY COURSES	1.67	NA	NA	0.01	0.6993 + 0.0003581X
32. COUNSELS/PROCESSES APPLICATION FOR UNDERGRADUATE NAVIGATOR/PILOT/SPACE TRAINING, USAF TEST PILOT SCHOOL, OR FIGHTER INTERCEPT WEAPONS SCHOOL	0.33	NA	NA	NA	0.33
33. PREPARES AND PROCESSES APPLICATION FOR APPOINTMENT TO THE USAF ACADEMY AND PREPARATORY SCHOOL	0.29	NA	NA	NA	0.29
34. ESTABLISHES ASSIGNMENT AVAILABILITY CODE AND ACTIVE DUTY SERVICE COMMITMENT DATE (FOR NON-TMS COURSES)	0.50	NA	NA	NA	0.50
35. PROCESSES BOOTSTRAP TDY ORDER	0.42	NA	NA	NA	0.42
36. PROCESSES SCHOOL DECLINATION STATEMENT	0.50	NA	NA	NA	0.50

	CORE HRS/ MONTH	AVG PAT (MIN)	FREQ/ MONTH	CORE MAN- YEARS	MONTHLY MAN-HOUR EQUATION OR FIXED MAN-HOURS
37. PROCESSES APPROVED SEPARATION REQUEST	253.87	191	79.70	1.58	35.85 + 0.0806X
38. PERFORMS PRELIMINARY INVOLUNTARY SEPARATION ACTION	46.29	120	23.20	0.29	3.578 + 0.01579X
39. PERFORMS PRELIMINARY RETIREMENT SEPARATION ACTION (INCLUDES HYT AND DISABILITY)	23.01	75	18.40	0.14	6.210 + 0.006210X
40. PERFORMS PRELIMINARY NORMAL SEPARATION ACTION (INCLUDES HYT AND DISABILITY)	25.02	52	28.90	0.16	1.608 + 0.008654X
41. PERFORMS PRELIMINARY VOLUNTARY SEPARATION ACTION	13.85	90	9.20	0.09	4.953 + 0.003288X
42. PROCESSES DISAPPROVED SEPARATION REQUEST	0.59	20	1.80	NA	0.04420 + 0.0002014X
43. PROCESSES SUSPENDED DISCHARGE	0.66	60	0.66	NA	0.66
44. PROCESSES AGE/HYT WAIVER REQUEST	0.50	NA	NA	NA	0.50
45. PROCESSES VACATED SUSPENSION	0.25	32.40	0.46	NA	0.08213 + 0.0000605X
46. PROCESSES FORMAL TRAINING QUOTA (EXCLUDING PME)	115.39	NA	NA	0.72	10.30 + 0.03885X
MANAGEMENT, INTERNAL TRAINING, AND NON-PROCESS SPECIFIC WORK	90.43	NA	NA	0.56	41.91 + 4.035% OF TOTAL PROCESS TIME
TOTAL	1293.31			8.05	471.53 + 0.3038X

PROCESS ANALYSIS SUMMARY

PERSONNEL EMPLOYMENT

	CORE HRS/ MONTH	AVG PAT (MIN)	FREQ/ MONTH	CORE MAN- YEARS	MONTHLY MAN-HOUR EQUATION OR FIXED MAN-HOURS
1. PROCESSES ENLISTED AFSC DISQUALIFICATION	6.95	NA	NA	0.04	0.8108 + 0.002270X
2. PROCESSES OFFICER AFSC DISQUALIFICATION	0.18	NA	NA	NA	0.18
3. PROCESSES ENLISTED SELECTIVE RETRAINING	1.94	NA	NA	0.01	1.436 + 0.0001869X
4. PROCESSES ENLISTED VOLUNTARY RETRAINING	54.75	NA	NA	0.34	24.05 + 0.01135X
5. PROCESSES INTERMEDIATE SERVICE SCHOOL/SENIOR SERVICE SCHOOL BOARD RESULTS	0.46	NA	NA	NA	0.2002 + 0.0000947X
6. PROCESSES OFFICER AFSC CLASSIFICATION UPDATE	0.91	NA	NA	0.01	0.4008 + 0.0001892X
7. PROCESSES OFFICER SEI CODE	0.29	NA	NA	NA	0.03369 + 0.0000946X
8. PROCESSES OFFICER INDIRECT AFSC CONVERSION	2.04	NA	NA	0.01	1.268 + 0.0002838X
9. PROCESSES OFFICER DIRECT AFSC CONVERSION	0.60	10	0.36	NA	0.60
10. REVIEWS OFFICER AERONAUTICAL ORDER AND AVIATION SERVICE CODE	4.00	NA	NA	0.02	4.00
11. PROVIDES INFORMATION	79.22	NA	NA	0.49	19.28 + 0.02216X
12. PROCESSES WAIVER OF MANDATORY OFFICER AFSC REQUIREMENTS	3.47	NA	NA	0.02	0.4054 + 0.001134X
13. PROCESSES ENLISTED AFSC CLASSIFICATION UPDATE	17.38	NA	NA	0.11	2.027 + 0.005674X

	CORE HRS/ MONTH	AVG PAT (MIN)	FREQ/ MONTH	CORE MAN- YEARS	MONTHLY MAN-HOUR EQUATION OR FIXED MAN-HOURS
14. PROCESSES ENLISTED SEI CODE	8.51	NA	NA	0.05	2.423 + 0.002252X
15. PROCESSES ENLISTED INDIRECT AFSC CONVERSION	2.98	NA	NA	0.02	0.9372 + 0.0007566X
16. PROCESSES ENLISTED DIRECT AFSC CONVERSION	0.23	NA	NA	NA	0.1003 + 0.0000473X
17. CONDUCTS AIRMAN CLASSIFICATION INTERVIEW IN CONJUNCTION WITH PCS WHEN SELECTED FOR ASSIGNMENT OUT OF CAFSC	1.74	NA	NA	0.01	0.2027 + 0.0005676X
18. UPDATES AFSC DATA IN SUPPORT OF PROMOTION RECONCILIATION NOTICE	0.29	NA	NA	NA	0.1252 + 0.0000591X
19. PROCESSES ADDITIONAL AFSC AWARD REQUEST (BY-PASS SPECIALIST)	8.69	NA	NA	0.05	1.0135 + 0.002838X
20. REVIEWS ENLISTED AERONAUTICAL ORDER AND AVIATION SERVICE CODE	0.01	NA	NA	NA	0.01
21. UPDATES ENLISTED PERSONNEL TRANSACTION INDICATOR SEGMENT 5 (PTI SG5)	0.36	NA	NA	NA	0.36
22. MANAGES SDAP PROGRAM	0.25	NA	NA	NA	0.25
23. COMPLETES IN-PROCESSING ACTION	5.67	NA	NA	0.04	0.6610 + 0.001851X
24. PROVIDES PC-III TRAINING TO UNIT	1.00	NA	NA	0.01	1.00
25. PERFORMS TR ACTION	59.54	NA	NA	0.37	33.63 + 0.009577X

	CORE HRS/ MONTH	AVG PAT (MIN)	FREQ/ MONTH	CORE MAN- YEARS	MONTHLY MAN-HOUR EQUATION OR FIXED MAN-HOURS
26. MONITORS CIVILIAN PERSONNEL POLICIES, PRACTICES, AND PROCEDURES COURSE. COURSE (4P) REQUIREMENT	0.17	NA	NA	NA	0.17
27. ADMINISTERS FIRST SERGEANT SELECTION BOARD	5.00	NA	NA	0.03	5.00
28. PROCESSES VOLUNTARY/INVOLUNTARY CAFSC CHANGE	36.35	NA	NA	0.23	4.240 + 0.01187X
29. PROCESSES AFSC CONVERSION	0.42	NA	NA	NA	0.42
30. SERVES AS OPR FOR CAFSC/SEI ACTION	0.56	NA	NA	NA	0.1500 + 0.0001502X
31. PROCESSES CHANGE TO OVERSEAS TOUR STATUS	1.16	NA	NA	0.01	0.7900 + 0.0001383X
32. OBTAINS ASSIGNMENT	0.67	NA	NA	NA	0.67
33. COORDINATES ON REQUEST FOR RETRAINING	6.52	NA	NA	0.04	3.840 + 0.0009890X
34. MONITORS STRENGTH AND PERSONNEL INFORMATION ON IMA	0.32	NA	NA	NA	0.002000 + 0.0001183X
35. MANAGES OVERSEAS TOUR INFORMATION	11.97	NA	NA	0.07	11.97
36. DECLARES INDIVIDUAL SURPLUS	0.50	NA	NA	NA	0.50
37. RECOVERS OFFICIAL PASSPORT	0.78	NA	NA	NA	0.5500 + 0.0000845X
38. IN-PROCESSES INDIVIDUAL (PCS/PCA)	37.79	NA	NA	0.24	4.410 + 0.01234X

	CORE HRS/ MONTH	AVG PAT (MIN)	FREQ/ MONTH	CORE MAN- YEARS	MONTHLY MAN-HOUR EQUATION OR FIXED MAN-HOURS
39. IN-PROCESSES INDIVIDUAL (PRIOR SERVICE ACCESSION)	24.00	NA	NA	0.15	24.00
40. MONITORS DUTY HISTORY	10.46	NA	NA	0.07	10.46
41. SUPPORTS PERSONNEL PRP	3.49	NA	NA	0.02	3.49
42. PREPARES AND CALCULATES THE TOTAL AND CRITICAL PERSONNEL PERCENTAGES (FLYING UNITS)	5.45	NA	NA	0.03	4.160 + 0.0004783X
43. MAINTAINS MANNING MANAGEMENT ROSTER	28.62	NA	NA	0.18	12.57 + 0.005934X
44. PROCESSES INCOMING ALLOCATION BRIEF	12.73	NA	NA	0.08	3.780 + 0.003307X
45. AMENDS SPECIAL ORDER	6.06	NA	NA	0.04	0.7100 + 0.001978X
46. TRACKS INDIVIDUAL (NO-SHOW)	0.83	NA	NA	0.01	0.03100 + 0.0002957X
47. MAINTAINS TDY CONTROL ROSTER	2.01	NA	NA	0.01	1.490 + 0.0001910X
48. PROCESSES MANNING ASSISTANCE REQUEST	5.00	NA	NA	0.03	5.00
49. PROCESSES INTRABASE ASSIGNMENT (PCA)	6.52	NA	NA	0.04	0.7600 + 0.002128X
50. PROCESSES ASSIGNMENT AVAILABILITY CODE	5.23	NA	NA	0.03	5.23
51. PROCESSES ASSIGNMENT LIMITATION CODE	1.67	NA	NA	0.01	1.67
52. PROCESSES REQUEST FOR DUTY INFORMATION CHANGE	3.72	NA	NA	0.02	3.330 + 0.0001448X

	CORE HRS/ MONTH	AVG PAT (MIN)	FREQ/ MONTH	CORE MAN- YEARS	MONTHLY MAN-HOUR EQUATION OR FIXED MAN-HOURS
53. PROCESSES PROMOTION/DEMOTION CAFSC CHANGE	0.74	NA	NA	NA	0.01100 + 0.0002697X
54. PROCESSES TDY OUT OF CAFSC ACTION	0.50	NA	NA	NA	0.09500 + 0.0001500X
MANAGEMENT, INTERNAL TRAINING, AND NON-PROCESS SPECIFIC WORK	61.31	NA	NA	0.38	41.91 + 4.035% OF TOTAL PROCESS TIME
TOTAL	542.37			3.38	255.37 + 0.1061X

PROCESS ANALYSIS SUMMARY

CAREER ENHANCEMENT

	CORE HRS/ MONTH	AVG PAT (MIN)	FREQ/ MONTH	CORE MAN- YEARS	MONTHLY MAN-HOUR EQUATION OR FIXED MAN-HOURS
1. PROCESSES MISSING PERFORMANCE REPORT	1.23	NA	NA	0.01	1.23
2. PROCESSES EPR	119.70	35.70	201.20	0.74	0.04425X
3. PROCESSES OPR	27.62	60	27.60	0.17	0.01021X
4. MONITORS REQUIREMENT FOR EVALUATION REPORT	49.53	NA	NA	0.31	33.48 + 0.005934X
5. PROVIDES INFORMATION AND TRAINING	110.58	NA	NA	0.69	45.06 + 0.02422X
6. PROCESSES CRO	6.90	NA	NA	0.04	6.90
7. PROCESSES TRAINING REPORT	1.48	21	4.20	0.01	1.48
8. PROCESSES LOE	2.23	13	10.30	0.01	1.812 + 0.0001541X
9. PROCESSES APPEAL CASE FILE	7.65	150	2.80	0.05	1.812 + 0.002158X
10. PROVIDES PERFORMANCE REPORT STATISTICAL DATA	35.10	NA	NA	0.22	22.31 + 0.004728X
11. PERFORMS DECORATION ACTIONS FOR NEW PERSONNEL	68.24	NA	NA	0.42	32.91 + 0.01306X
12. PERFORMS DECORATION ACTIONS FOR PCS/PCA/SEPARATION/RETIREMENT	46.80	75	37.40	0.29	0.0173X
13. PERFORMS GOOD CONDUCT MEDAL ACTION (NON-PC-III UNIT)	2.66	0.25	15.60	0.02	2.66
14. PERFORMS AFOUA/AFOE AWARD ACTION	1.05	NA	NA	0.01	1.05

	CORE HRS/ MONTH	AVG PAT (MIN)	FREQ/ MONTH	CORE MAN- YEARS	MONTHLY MAN-HOUR EQUATION OR FIXED MAN-HOURS
15. PERFORMS OTHER OFFICIAL AWARD ACTION	4.65	NA	NA	0.03	4.65
16. PERFORMS SPECIAL AWARD AND TROPHY ACTION	8.54	NA	NA	0.05	6.958 + 0.0005850X
17. UPDATES AWARD/DECORATION DISCREPANCY	14.32	NA	NA	0.09	6.290 + 0.002967X
18. MAINTAINS STOCK OF ELEMENTS	3.18	NA	NA	0.02	3.18
19. PROCESSES NCO PROMOTION RELEASE	4.59	NA	NA	0.03	0.2689 + 0.001599X
20. PERFORMS PRE-BOARD OFFICER PROMOTION ACTIONS	19.63	NA	NA	0.12	16.25 + 0.001250X
21. PERFORMS POST-BOARD OFFICER PROMOTION ACTION	4.96	NA	NA	0.03	3.895 + 0.0003947X
22. PERFORMS AIRMAN THROUGH SENIOR AIRMAN PROMOTIONS ACTION	19.57	NA	NA	0.12	6.287 + 0.004912X
23. PERFORMS SENIOR AIRMAN BTZ PROMOTION ACTION	4.01	NA	NA	0.02	0.8571 + 0.001167X
24. PROCESSES NON-WEIGHABLE	36.45	NA	NA	0.23	2.201 + 0.01266X
25. PROCESSES STEP	0.25	182	0.08	NA	0.25
26. PREPARES RETENTION/ REENLISTMENT REPORT	3.39	203	1	0.02	3.39
27. SUPPORTS REENLISTMENT PROGRAM	42.69	NA	NA	0.27	5.735 + 0.01366X

	CORE HRS/ MONTH	AVG PAT (MIN)	FREQ/ MONTH	CORE MAN- YEARS	MONTHLY MAN-HOUR EQUATION OR FIXED MAN-HOURS
28. PROCESSES CJR EXCEPTION TO POLICY REQUEST	0.50	NA	NA	NA	0.50
29. DETERMINES REENLISTMENT ELIGIBILITY	28.29	60	28.30	0.18	0.9149 + 0.01012X
30. PROCESSES REENLISTMENT FORM	35.36	75	28.30	0.22	1.144 + 0.01265X
31. PROCESSES ENLISTMENT EXTENSION	11.86	31.80	22.40	0.07	4.830 + 0.002598X
32. PROCESSES ENLISTMENT EXTENSION CANCELLATION	0.50	NA	NA	NA	0.50
33. RECOUPS REENLISTMENT BONUS	0.13	39	0.20	NA	0.05709 + 0.0000287X
34. PROCESSES COMMANDER OVERRIDE REQUEST	2.63	158	1	0.02	2.63
35. DISSEMINATES WRITTEN CAREER PLANNING INFORMATION	2.17	NA	NA	0.01	2.17
36. PROCESSES DJMS STATUS RECONCILIATION ROSTER	27.13	NA	NA	0.17	6.997 + 0.007442X
37. PERFORMS TR ACTION	131.68	NA	NA	0.82	44.28 + 0.03231X
38. CONDUCTS UNIT CAREER ADVISOR TRAINING	0.64	115	0.33	NA	0.64
39. PROCESSES UNIT CAREER ADVISOR AWARD	0.38	276	0.08	NA	0.38
40. PROCESSES DEMOTION	2.14	180	0.71	0.01	0.04012 + 0.0007768X
41. REQUISITIONS WAPS TESTING MATERIAL	2.25	NA	NA	0.01	2.25

	CORE HRS/ MONTH	AVG PAT (MIN)	FREQ/ MONTH	CORE MAN- YEARS	MONTHLY MAN-HOUR EQUATION OR FIXED MAN-HOURS
42. REQUISITIONS SPECIAL ORDER TESTING MATERIAL	1.00	NA	NA	0.01	1.00
43. SCHEDULES PERSONNEL FOR WAPS TESTING	15.13	2177	0.42	0.09	15.13
44. RESCHEDULES VALID WAPS TESTING NO-SHOW	4.11	NA	NA	0.03	0.2484 + 0.001426X
45. ADMINISTERS WAPS TEST	125.26	NA	NA	0.78	103.7 + 0.007970X
46. PERFORMS IN-PROCESSING ACTION	5.04	70	4.30	0.03	0.5878 + 0.001646X
47. SCHEDULES/ADMINISTERS SPECIAL TEST	26.92	250	6.50	0.17	12.57 + 0.005304X
48. INVENTORIES/SECURES TESTING PRODUCT	2.00	NA	NA	0.01	2.00
49. PROCESSES UIF FOR PCS	0.45	20.50	1.30	NA	0.1769 + 0.0001012X
50. MAINTAINS UIF/CONTROL ROSTER FOR NON-PC-III UNIT	1.09	NA	NA	0.01	1.09
51. PROCESSES SPTC	0.80	24	2	NA	0.1597 + 0.0002374X
52. PROVIDES CEMR	1.32	39.70	2	0.01	1.32
53. MANAGES AIR FORCE APPOINTMENT PROGRAM	0.95	40.30	1.40	0.01	0.2976 + 0.0002398X
54. PROCESSES SELECTIVE CONTINUATION	0.52	42.40	0.74	NA	0.52
55. PROCESSES CONDITIONAL RESERVE STATUS	0.63	45.70	0.83	NA	0.63

	CORE HRS/ MONTH	AVG PAT (MIN)	FREQ/ MONTH	CORE MAN- YEARS	MONTHLY MAN-HOUR EQUATION OR FIXED MAN-HOURS
56. RECONCILES SERVICE DATE DISCREPANCY	0.83	46	1.10	0.01	0.83
57. PROCESSES SPECIAL PAY ACTION	1.65	38	2.60	0.01	1.65
58. PROCESSES CLAIM (INCLUDES DEPENDENT, PATERNITY, ETC.)	0.58	50	0.70	NA	0.58
59. ADMINISTERS WEIGHT MANAGEMENT PROGRAM	19.39	NA	NA	0.12	3.973 + 0.005698X
60. ADMINISTERS SURVEY	8.00	NA	NA	0.05	8.00
61. PROCESSES LOD	4.23	130	2	0.03	2.149 + 0.0007676X
MANAGEMENT, INTERNAL TRAINING, AND NON-PROCESS SPECIFIC WORK	86.80	NA	NA	0.54	41.91 + 4.035% OF TOTAL PROCESS TIME
TOTAL	1199.52			7.46	494.60 + 0.2606X

PROCESS ANALYSIS SUMMARY

CUSTOMER SERVICE

	CORE HRS/ MONTH	AVG PAT (MIN)	FREQ/ MONTH	CORE MAN- YEARS	MONTHLY MAN-HOUR EQUATION OR FIXED MAN-HOURS
1. PROCESSES ACTIVE DUTY ID CARD REQUEST	17.39	8	130.40	0.11	4.390 + 0.004807X
2. PROCESSES FORM (DD FORM 93 OR SGLV 8286)	44.10	13	203.60	0.27	21.07 + 0.008515X
3. MAINTAINS UPRG	104.93	NA	NA	0.65	25.43 + 0.02939X
4. PROCESSES CUSTOMER SERVICE COMMUNICATION	41.61	NA	NA	0.26	41.61
5. PROVIDES CUSTOMER SERVICE INFORMATION	102.78	NA	NA	0.64	19.49 + 0.03079X
6. PERFORMS TR ACTION	29.05	NA	NA	0.18	14.26 + 0.005467X
7. PROCESSES RECURRING/SPECIAL INFORMATION NOTIFICATION	15.68	NA	NA	0.10	15.68
8. RETRIEVES ID CARD	1.77	NA	NA	0.01	1.77
9. REFERS/SCHEDULES REFERRAL	28.62	NA	NA	0.18	12.57 + 0.005934X
10. PERFORMS AF FORM 391 OR AF FORM 392 ACTION	28.62	NA	NA	0.18	12.57 + 0.005934X
11. PERFORMS AF FORM 90 ACTION	6.23	16.50	23.70	0.04	4.115 + 0.0007805X
12. PERFORMS MARRIAGE/ DIVORCE PERSONNEL ACTION	19.54	NA	NA	0.12	11.51 + 0.002967X
13. PROCESSES NAME CHANGE REQUEST	1.64	18.70	5.30	0.01	0.7160 + 0.000342X
14. PROCESSES RIP/DESIRE (FOR NON-PC-III UNIT)	14.32	NA	NA	0.09	6.290 + 0.002967X

	CORE HRS/ MONTH	AVG PAT (MIN)	FREQ/ MONTH	CORE MAN- YEARS	MONTHLY MAN-HOUR EQUATION OR FIXED MAN-HOURS
15. PROCESSES JOINT SPECIALTY OFFICER DESIGNATION	1.60	NA	NA	0.01	1.60
16. PERFORMS IN-PROCESSING ACTION	14.95	NA	NA	0.09	2.052 + 0.004767X
17. PROCESSES REQUEST FOR UPRG INFORMATION	55.05	NA	NA	0.34	8.551 + 0.01719X
18. PREPARES PROMOTION FOLDER	72.48	NA	NA	0.45	9.070 + 0.02344X
19. PREPARES PROMOTION RECOMMENDATION FOLDER	3.63	NA	NA	0.02	0.4200 + 0.001187X
20. PERFORMS UPRG SCREENING ACTION	40.33	NA	NA	0.25	5.115 + 0.01302X
21. COUNCILS MEMBERS ON BOARD OF CORRECTIONS FOR MILITARY RECORDS ACTION	1.39	NA	NA	0.01	1.39
22. EVALUATES INTRO PROGRAM	8.06	NA	NA	0.05	2.252 + 0.002147X
23. CONDUCTS NEWCOMER'S ORIENTATION	24.77	NA	NA	0.15	16.74 + 0.002967X
24. ADMINISTERS SPONSORSHIP PROGRAM (FOR NON-PC-III UNIT)	24.32	NA	NA	0.15	24.32
25. PROVIDES PC-III USER TRAINING	4.23	NA	NA	0.03	0.4437 + 0.001398X
26. PERFORMS OFFICER/ENLISTED ASSIGNMENT LISTING ACTION	26.09	360	4.4	0.16	26.09
27. PROCESSES DEPENDENT DENTAL PLAN ACTION	28.62	10.6	162	0.18	12.57 + 0.005934X
28. PERFORMS OFFICIAL PHOTOGRAPH ACTION	10.45	NA	NA	0.07	0.0580 + 0.003841X

	CORE HRS/ MONTH	AVG PAT (MIN)	FREQ/ MONTH	CORE MAN- YEARS	MONTHLY MAN-HOUR EQUATION OR FIXED MAN-HOURS
29. PROCESSES ASCAS PRODUCT	3.52	NA	NA	0.02	3.52
30. PROCESSES MEDICAL/DENTAL PRODUCT	3.56	NA	NA	0.02	3.56
31. DISSEMINATES INTRO INFORMATION	6.67	NA	NA	0.04	6.67
32. ADMINISTERS ACTIVE DUTY CASUALTY SERVICES PROGRAM	7.03	2640	0.16	0.04	0.0026X
33. ADMINISTERS INVITATIONAL TRAVEL ORDER PROGRAM	1.33	NA	NA	0.01	1.33
34. PROVIDES FORMAL POLICY DECISION	15.68	NA	NA	0.10	15.68
35. ADMINISTERS DRESS AND APPEARANCE PROGRAM	57.26	NA	NA	0.36	25.15 + 0.01187X
36. ADMINISTERS FUND RAISING AND SAVINGS BOND PROGRAM	7.00	NA	NA	0.04	7.00
37. PERFORMS CUSTOMER SERVICE SEPARATION ACTION	7.82	NA	NA	0.05	4.610 + 0.001187X
38. ADMINISTERS VOTING PROGRAM	3.93	NA	NA	0.02	3.93
39. REVIEWS/CERTIFIES/ DISTRIBUTES PERMISSIVE TDY REQUEST	1.07	NA	NA	0.01	1.07
40. ADMINISTERS MEMORIALIZATION PROGRAM	0.49	NA	NA	NA	0.49
41. ADMINISTERS COMMERCIAL SOLICITATION PROGRAM	2.14	NA	NA	0.01	2.14
42. PERFORMS NATURALIZATION/ CITIZENSHIP ACTION	1.98	NA	NA	0.01	1.98

	CORE HRS/ MONTH	AVG PAT (MIN)	FREQ/ MONTH	CORE MAN- YEARS	MONTHLY MAN-HOUR EQUATION OR FIXED MAN-HOURS
MANAGEMENT, INTERNAL TRAINING, AND NON-PROCESS SPECIFIC WORK	77.89	NA	NA	0.48	41.91 + 4.035% OF TOTAL PROCESS TIME
TOTAL	969.66			6.03	436.77 + 0.1970X

VARIANCE APPLICABILITY MATRIX

MILITARY PERSONNEL FLIGHT

VAR #	ACD	AET	AFE	AFW	ACC	CMC	ITC	AMC	MTC	PAF	SOC	SPC
A3.1	X	X	X	X	X	X	X	X	X	X	X	X
A3.2	X	X	X	X	X	X	X	X	X	X	X	X
A3.3	X	X	X	X	X	X	X	X	X	X	X	X
A3.4	X	X	X	X	X	X	X	X	X	X	X	X
A3.5	X	X	X	X	X	X	X	X	X	X	X	X
A3.6	X	X	X	X	X	X	X	X	X	X	X	X
A3.7	X	X	X	X	X	X	X	X	X	X	X	X
A3.8	X	X		X	X			X	X	X	X	X
A3.9			X		X					X		
A3.10	X	X	X	X	X			X	X	X	X	X
A3.11					X			X				
A3.12	X	X	X	X	X	X	X	X	X	X	X	X
A3.13	X	X	X	X	X			X	X	X	X	X
A3.14									X			
A3.15	X	X	X	X	X	X	X	X	X	X	X	X
A3.16								X				
A3.17	X	X	X	X	X	X	X	X	X	X	X	X
A3.18												X
★A3.19					X							